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ABBREVIATED LONGHAND

ANGUS B. WEAVER



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ABBREVIATED LONGHAND

A Manual Of Short Forms
For Longhand Writers,

Placing within their reach an ultimate efficiency equalling
that commonly sought thru shorthand in its popular
use, and necessitating the learning of only the sim-
plest adjuncts to make immediately available
a substantial increase of speed.

ADAPTED TO ALL THE POPULAR USES OF BRIEF WRITING
AND FOR ADOPTION IN THE PUBLIC SCHOOLS.

BY ANGUS B. WEAVER

SHORTHAND REPORTER

[Since 1890 engaged continuously in court, convention and general verbatim reporting.]

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ABBREVIATED LONGHAND.

"The popularization of phonographic shorthand failed utterly, despite the prodigious efforts of Sir Isaac Pitman and others."

"On the whole, I believe there are more people who have taken up shorthand, used it as a plaything and dropped it, than is the case with any other occupation."

"No matter how much we explain, the general public seems to think that a knowledge of shorthand writing can be 'picked up' in a few weeks or 'three months,' as the many advertisements read, without genuine hard study and practice."

"There is no professional subject that I know of before the whole country upon which the public is so grossly ignorant as on the subject of shorthand writing."

"Stenography is a faithful servant when well mastered, but a merciless master when poorly served. It has been a veritable Klondike in its attraction for multitudes who have heedlessly set out, ignorant of the requirements ... only to turn back discouraged or to perish by the way."

"If all that has been said and written during the past twenty years upon the subject of preparation for shorthand work, could be collected together, it would make a large volume, and yet I doubt if we have made much progress toward the end sought to be accomplished. The failure to accomplish this arises from the fact that we do not reach the people whom we seek to benefit until it is too late. Very few take phonographic magazines or read the published proceedings of our associations until after they have studied the art and have been graduated from some of our schools."

"A possession little understood, it is only those who have it who know how to estimate it."

"Another fallacy which has been persistently fostered, often to the disappointment and discouragement of really worthy students, is in regard to the length of time required to master the art. Not only in hundreds of newspapers, but even on billboards and fences, we meet flaming advertisements of 'Shorthand in six months,' 'Shorthand in three months,' 'Shorthand in thirty days,' and even 'Shorthand in six hours!' So great is the popular ignorance on this subject that thousands of victims are found every year who are willing to invest their money on the faith of these glittering promises."

Extracts from proceedings of New York State (Court) Stenographers' Association, Conventions of 1895, 1897, 1903, 1906.

Proceedings National Shorthand Reporters' Association (U. S. A.) Convention of 1901.



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PREFACE.

Abbreviated Longhand is a strictly utilitarian response to a practical need felt by many persons, engaged in various callings, who would gladly use brief writing as an accessory equipment, but who have not the time or the inclination to undertake for that purpose the pursuit of a full-fledged profession so technical as that of shorthand and demanding for its mastery in any practical sense virtually the same amount of time and application as would procure a diploma in law, medicine or engineering. Despite the expectations entertained in the earlier history of shorthand as to the efficacy of that method in an elementary, or popular, sphere, and the sanguine co-operation of the public in the attempt so to use it, the subsequent history of the art has wrought out a variation from original forecasts not unlike that which has marked, in their respective realms, the progress of many other economic arts. While the efficacy of shorthand, and the extent of its application, in the field of expert, or professional, service, have exceeded all expectations; in the field of elementary, or popular, service predicted for it, it has fallen practically into disuse. While this outcome has been recognized quite generally by practical stenographers; and has been a subject of frequent comment in the literature of that profession, the general public has been slow to comprehend that a method which was meeting so successfully the extreme requirements of the verbatim reporter, not to speak of the more moderate requirements of the amanuensis, in the work of office dictation, should not also meet the merely elementary requirements of the amateur or casual writer. This inference, so plausible and so widely held, has been responsible for an enormous waste of time and effort in the numerous

attempts of the past to acquire a partial facility in shorthand thru a partial mastery of its principles. This "indulgent" use, however, is the very thing which shorthand denies. "Writing a little shorthand" is like "speaking a little French," in that it is useless as a working medium of expression. Until mastered as a whole it must remain a mere plaything, incapable of performing any practical service.

The purpose of Abbreviated Longhand is to furnish a medium which not only is efficient when acquired, but which lends itself to any degree of facility desired, beginning at the most elementary and continuing to the highest, and the advantages of which consist not alone in the method itself, *but quite as much in the manner of its acquisition*, both of which are specifically adapted to the previous training and habits of longhand writers.

The adaptation of the forms employed is the fruit of thoro and painstaking study on the part of the author, whose facilities for this work have been the most practical and extensive. Their utility has been demonstrated by actual test. Utility, indeed, has been the controlling consideration as to every detail of their adoption, from the conviction that, for the specific purpose intended, any slight departure from symmetry of form will be gratefully condoned in actual practise for the sake of gaining a practical object in a practical way.

Inasmuch as some of the features which necessarily enter into an intelligent estimate of the relative merits of Abbreviated Longhand, are not generally well understood, they have been deemed worthy of explanation, even at the risk of exceeding somewhat the conventional proportions of a preface and introduction, in order that their significance may not be undervalued.

The Limitations of Shorthand.

The whole history of shorthand has proved that its popular usefulness is slight. Such a mastery of its technique as can be acquired by people who are engaged in other pursuits, and are therefore limited to a more or less casual study and practice, is not sufficient to give an economic facility in its use even for elementary purposes. In proof of this statement it is only necessary to call attention to the well known fact that tho thousands of lay writers make the effort every year to "learn a little shorthand," the art is being used to-day, with rare exceptions, only by those who make it a profession.

The Estimated Capacity.

At best, the amateur writer seldom expects, in taking up the study of shorthand, to get a speed of more than from eighty to a hundred words a minute, *if he should succeed*, knowing that that rate would be sufficient for a large proportion of office dictation and for the many other varieties of work that such a writer would undertake to do, and that a very large proportion even of those who follow stenography as a calling never reach a higher speed.

The Actual Result.

As a matter of fact the non-professional writer generally becomes discouraged and drops his shorthand before he has attained any practical facility whatever, thus failing of any benefit from such time, labor and expense as he may have put into the undertaking.

Abbreviated Longhand as Speedy and Thoroly Practical.

In view of the fact that the utmost speed available thru shorthand to this class of writers, even when successful, is available thru the much more practical and easily acquired

medium of abbreviated longhand, this latter means has been neglected strangely in all efforts heretofore to meet the popular demand for a really simple method of brief writing.

The Theoretical Simplicity of Shorthand the Cause of Its Intricacy in Practise.

The efforts to meet this popular demand have been directed invariably toward the *simplification* of shorthand, whereas the very simplicity, *theoretically*, of the basic structure of that method, i. e., its stem chirography, made up of simple geometric lines, constitutes already the chief, if not the only, obstacle to its easy acquisition *in practise*. This primitiveness of the shorthand alphabet introduces two cardinal limitations which defeat its usefulness in non-expert service. These are, first, *the necessity for extreme mathematical exactness in the writing of many lines at the minutest variations of angle, and the high degree of skill indispensable to that performance*; and, second, *a lineality so vague and intangible that it conveys too little of distinctive form to the mind of the reader*, even when written absolutely to scale, a feat which is never possible in practise. It is the intensified training of faculties to surmount these fundamental obstacles which calls for the insistent practise so essential to a working facility with the hair-like stems of shorthand, and not the mere learning of the theory of the art, which is a matter of only a few weeks or months in any event.

Dearth of Distinctive Forms.

All shorthand systems rely alike for their alphabetic basis upon geometric lines. This limits them fundamentally to two characters, the straight and the curved stem. While it would seem theoretically the easiest thing imaginable to

master a method of writing in which but two characters need be learned, it is this very limitation which lies at the root of the difficulties met with in practise. In place of the clear distinctions *of form* afforded by the longhand letters, the shorthand alphabet is confined for its distinctions to the *direction of writing* its two primitive stems; and therefore denotes the corresponding sounds, not by so many distinctive characters, as in longhand, but by two characters only, written at different angles. Thus the fewer the characters, the greater the refinement of their distinctions.

Refinements Further Refined.

In addition to this diversity of angle, the stems are further diversified by two degrees of shading, known as heavy and light, and by three degrees of length, known as full, (or normal,) length, half length and double length. A few systems in which the shading feature is discarded, rely on treating the sound distinctions associated with shading as a negligible factor, (thereby transferring the burden of these distinctions from the hand to the brain, in the act of reading), or else are obliged to draw for such distinctions upon other material which is reserved in the shaded systems for other purposes.

The Distinctions of the Longhand Alphabet only Approximated by the Stems in Shorthand Practise.

The stems in these varying angles, shadings and dimensions, are intermingled in every conceivable combination, and, even with the utmost accuracy humanly attainable in writing them, the eye and the mind of the reader must compensate for, and supply, from the context of the subject matter, innumerable lapses from that exact indication which the longhand letters afford as a matter of course, even when the latter are

written with considerable looseness. This compensating process calls for the exercise of faculties highly specialized, and accounts largely for the proverbial inability of so many stenographers to read their notes.

Vagueness of Impressions Conveyed by Hair Lines.

Moreover, not only experience in reading, but also study of the functions involved therein, have shown that the eye and the brain demand for easy reading, and for ready reference, characters having a certain body and breadth, whereas the hair-like stems of shorthand impart to its lineality an elusiveness of mental grasp which adds a further obstacle to facility, and which in turn is not overcome until a high degree of skill in this particular direction has been attained.

The Cumulative Penalties of a Primitive Alphabet.

It will be seen readily from the foregoing comparisons, not to speak of others which might be pointed out, that both the writing and reading of shorthand are attended by intricacies wholly unknown to the substantial and distinctive letters of the longhand print and script. Until the obstacles to facility presented by these intricacies are overcome by a prolonged and persistent course of training, the attention of the writer and reader is so absorbed in the mere process of execution that he cannot fix his mind upon the subject matter with which he may be dealing sufficiently to make the operation of any practical service.

The "Theory" Only the Portal.

The completed process of learning shorthand, therefore, comprises two stages. The first is covered when the student has mastered its alphabet and the rules by which it is to be written, which, as stated already, are extremely simple in nearly all the systems extant. The second stage is that which

has been accomplished when he has learned, not merely how his alphabet should be used, but to execute with the minutest precision its fine distinctions, with the same mechanical facility as in the free longhand writing, and to correct, in reading, by a skilful subtlety of suggestion, a multitude of unavoidable inaccuracies such as are wholly foreign to the longhand script.

The Secret of Shorthand Failures.

It is for the lack of time, or opportunity, or incentive, to prosecute to the end this latter course of training, that students who do not pursue the art as a profession, thereby keeping up an uninterrupted and persistent application, are dropping it by the thousands every year, on finding sooner or later that at the conclusion of the species of *learning* that can be accomplished in a few weeks or months, they have only prepared themselves to begin the serious study which is a prerequisite of practical efficiency for any purpose, alike in the field of the amateur and the professional stenographer.

All Effort Short of Completion Wasted.

In the meantime the characteristics of shorthand are such that it cannot be put to ready service at all until the method is acquired as a whole. Its entire technique must be taken up simultaneously, and any part that has been learned is wasted unless one carries the method to completion.

The Moiety of Shorthand That is Practical.

With regard to the auxiliary resources of shorthand, consisting of the hook, the circle, the loop, the detached vowel signs, the word-signs and the writing of words in position, so called, all of these combine the acme of brevity with the utmost adaptability to easy use by the non-expert writer, when once learned in their simple theory. Yet nearly all the

attempts made for the simplification of shorthand have been confined to a manipulation and readjustment of this or that minor detail in the application of these auxiliaries. The result has been that the saving, if any, effected in the comparatively trivial matter of preliminary work in learning the theory, has of necessity been insignificant, while there has been generally a sacrifice of brevity, and often of legibility; and the student has been left in the end with a method which still retained the inherent defects of the linear alphabet, the only obstacle to his success.

ABBREVIATED LONGHAND DISTINGUISHED.

The method herein presented is distinguished radically from shorthand by its possession of the following advantages adapting it to popular use:

Technical Skill Unnecessary.

1. As the title of the Manual implies, Abbreviated Longhand consists of a series of Short Forms for Longhand Writers; that is, forms which can be "picked up" and used in connection with the ordinary longhand alphabet, and which do not involve expert training and skill, but can be adopted largely at sight in actual work.

The Forms Used Independently.

2. These forms are interchangeable with the ordinary longhand, and may, therefore, be used in whole or in any part, at the option of each writer, according to the degree of condensation which he desires to adopt. They can be put to use in his routine work either singly or a few at a time from the very start, thus admitting of an immediate and ever increasing gain in speed, by a gradual and natural process, without the necessity of a stated and laborious course of practise for the mastery of an entire "system" and a compli-

ated and difficult technique, before beginning any practical use thereof, as in shorthand.

A Useful Gain at Sight; a Substantial Further Gain as an Immediate Sequence.

3. The use of the forms in a *partial or purely elementary style* of abbreviation, can be learned at a few readings, so as to give a most useful gain in speed, and one's normal long-hand rate can be doubled or trebled within a very short time.

Shorthand Speed by a Method Which is Quicker, Easier and Sure.

4. The forms used *comprehensively* will afford a facility, as already stated, equalling that which, at best, is accessible to the amateur writer of shorthand, and even to many who follow it as a calling, but thru a method much more easily and quickly acquired, and which is sure of results.

Nothing is Wasted.

5. The forms are available in actual use as fast as they are learned, thus ensuring a highly profitable return upon the comparatively slight amount of time and effort devoted to their acquisition, even should they not be adopted in their entirety. That is, one does not sacrifice his investment of time and labor by reason of only partially completing his equipment, since whatever has been learned can be used.

Already Largely Acquired.

6. The outlines are based upon the longhand alphabet, the legibility of which is absolute, and its execution is already acquired. This is utilized in substitution for that feature of shorthand which constitutes its most technical and its only impracticable element.

Self-Instruction.

7. The trouble and expense of a stated course of preliminary practise, under the guidance of a teacher, are unnecessary at any stage, assuming on the part of the writer such a familiarity with words as enables him to use abbreviated spelling as ordinarily practised by longhand writers; and even by any for whom such abbreviated spelling would be difficult, nearly all the brief forms can be used in connection with the full spelling.

For All Who Cannot be Skilled Stenographers.

By reason of the foregoing advantages, among others more fully set forth in the introduction which follows, Abbreviated Longhand is adapted pre-eminently to the needs of College Students, Newspaper Reporters, Office Assistants, Secretaries, Correspondents, Lawyers, Clergymen, Physicians, Business Men, and Notetakers and writers in general, to whom brief writing is a desideratum, providing that it can be acquired thru an outlay of time and effort consistent with other primary vocations, and can be used in a natural and practical way.

INTRODUCTION.

The Expedients of Abbreviated Longhand and Their Aptness for Non-expert Use.

The abbreviating forms given herein consist in the main of the Initial Vowel Tick, the Strokes used for certain consonantal endings, Special Contractions for frequently recurring prefixes and suffixes, the Capitalizing Principle for adding k and g to preceding letters, the Lengthening Principle for denoting the same consonant repeated, an optional use of the stem so elemental as not to interfere with the dominance of the script letters, yet utilizing, within practical limits, the great advantages of this simple character, simply used, in point of brevity, and a general exposition of the terminal modifications employed in shorthand, consisting of the hook, the circle and the loop. All the foregoing expedients lend themselves most naturally, with a few exceptions noted in their proper order, to use in combination with the script letters as a basis, on the same general plan by which in shorthand its adjuncts are combined with the stem letters as a basis.

The Wheat Without the Chaff.

This arrangement enables the writer to avail himself of practically the entire resources of adjunctival abbreviation in pure shorthand, which adjuncts constitute the pith and kernel of brevity, of legibility and of practical simplicity, in that method, while he retains for his alphabetic basis the script letters, to the formation of which his hand is already trained by the muscular habits of a lifetime, and affording the absolute legibility of form distinctions—to which letters the several adjuncts bear the same relation as do the superfluous flourishes of longhand so commonly used to no purpose.

Theory and Practise Harmonized.

While the script letters lack the brevity of their stem equivalents, this discrepancy is materially offset by the greater freedom and latitude as to exactness allowed in writing them, and the infinitely greater ease and certainty with which they can be read; and all the modifications, or adjuncts, used herein, happily afford the same clear distinctions of form as do the script letters themselves.

A Useful Result Assured.

So that the writer is possessed of a medium *which he can begin to use at once in a popular way, with a useful gain in speed from the start*, and upon which he can build at his option, thereby attaining the same efficiency that would be open to him thru shorthand in any event, but attaining it much more quickly, and by means of a method which is rendered practical to his capacity and his needs, and which he can rely upon making a success.

ON THE CHOICE OF OUTLINES.

The word-outlines, i. e., the abbreviated renderings, derived from these forms may be divided naturally into three general classes or groups.

First. Outlines of the simplest construction, involving the use of only one or two adjuncts initially or finally, in connection with the full spelling of the remainder of a word.

Second. Outlines contracted to the briefest possible dimensions by the elision of part of their elements, and requiring to be memorized arbitrarily—outlines of this class being known as Word Signs and Phrase Signs.

Third. Outlines of what may be called compound construction, introducing several abbreviating principles in combination with one another.

Group 1.

The outlines of the first group mentioned are those to which reference has been made already as admitting of being learned in *theory* and *practise* at a few readings. One has only to see them and read the paragraph explaining their application, in order to incorporate them at once with the utmost freedom and certainty in one's routine work, as they involve no analysis and no departure from the movements familiar to free longhand. The use of the forms even to this preliminary extent will alone repay many fold the trivial cost of the Manual and the slight amount of effort incidental to their acquisition.

Group 2.

The Word Signs and Phrases of group 2 are the most valuable and highly prized asset of the expert stenographer, as also of the amanuensis, universally so regarded by those who follow the art as a profession. As all their outlines have to be memorized in any event before they attain facility, the shorter the forms, the lighter the task of their acquisition, as of their use when acquired; and the lay writer has precisely the same access to this resource of brevity as does the most expert. To the extent, therefore, to which he desires to memorize, in the same way that the expert must, he may obtain thru the use of the Word Signs and Phrases the acme of pure shorthand brevity, in outlines of the simplest construction. For these reasons the use of the lists at pages 49 and 62 cannot be too strongly recommended. Few writers will be able to resist the temptation to use these forms in part, and most writers will find that their use will grow insensibly until substantially all have been acquired, thus contributing enormously to one's efficiency.

Group 3.

As to the outlines of the third group, or class, viz., those which are more highly compounded, it will be understood readily that, in so far as the element of analysis is concerned, the requirements as to memorizing practise must approximate those which obtain when the stems are used, with the important exception that the retention of the script letter basis preserves the ease of execution and the legibility inherent in the latter. Nevertheless, outlines of this class must be familiarized by practise in order that one may work readily with them, as they cannot be improvised very rapidly either in the stem forms of shorthand or in the longhand letter forms.

Interchangeability a Cardinal Feature of Abbreviated Longhand.

But the distinguishing feature of the method herein presented in this respect, and which is to be clearly borne in mind, is that the simpler forms of group 1, or even of the common spelling, may be substituted to any extent desired while the vocabulary of the more involved outlines is gradually enlarging, as will inevitably result thru the practise afforded by one's routine work. It will be found that even the more involved outlines will come easily into use from the start for a large and constantly increasing number of words, by the same process as that already referred to in connection with the Word Signs and Phrases, and that after being used a few times they will be ready to the hand for practical service.

Detached Vowel Signs and Position Writing.

What has been said touching the acquisition of the foregoing breves applies with equal force to the detached method of writing the vowels and to the writing of words in position,

set forth at pages 46 and 71. The exposition of these last mentioned expedients has been deferred to the final place in the series for the reason that they involve a somewhat more radical departure from longhand methods than any other, and it is presumed that the option as to their use will be exercised somewhat less uniformly on that account. There is no reason why they should not be adopted at a very early stage by those who find them inviting. The use of both these expedients, like any others which have to be mastered by degrees, will be found extremely serviceable as occasional short cuts, and this preliminary use will serve to familiarize them for more general adoption.

Recapitulation as to Choice of Outlines.

To recapitulate: the outlines of group 1, all fully available at once, together with the outlines of group 3, at once available in large part, will afford a most substantial abbreviation from the very beginning, with scarcely any preliminary study or practise, which would of itself justify abundantly the use of Abbreviated Longhand; while the Word Signs and Phrases, memorized with such expedition as may be agreeable, will add materially, at a small outlay of effort, to the facilities afforded at this stage, equipping the writer for a wide range of work hitherto impossible without a skilful use of shorthand. In the meantime the more comprehensive use of the more highly compounded outlines may be acquired at any rate of progress convenient to the writer, either by definite practise specially devoted thereto, or by the process of gradual absorption, until mastered as a whole. He will then have been equipped to meet demands equalling those of the great mass of office dictation, at a rate of at least one hundred words a minute, as well as, if not better than, they are met

by many who are filling positions as stenographers today. For any whose circumstances may at any later time lead them to take up the use of stenography itself, in a more expert capacity, the fuller exposition of the stem alphabet given in the closing paragraphs of the Manual, will afford a means of merging their style into that of pure shorthand, and a very little further study will qualify them for practise in the full technique of that method. Thus the experience gained thru the use of Abbreviated Longhand will not be valueless to such writers, but will form a ground work upon which the further training will follow as a continuous process.

GENERAL INSTRUCTIONS.

In taking up the use of the breves, one thing to be clearly borne in mind is the complete freedom that may be exercised in the matter of incorporating them into one's style singly, or a few at a time, by what may be called a piece-meal assimilation, instead of attempting at once to use them all exhaustively. It will be an easy matter to get, in this way, a gradual use of the several expedients, whereas the undertaking of a large number, however simple as units, might appear to the beginner to be a discouraging task, if he were forced to employ them all at once. This latitude enjoyed in the transition from the longer to the shorter forms is one of the distinguishing features of Abbreviated Longhand and adapts it so thoroly to varying circumstances that no one need have the slightest doubt of its ultimate value or be deterred by any first-felt strangeness from beginning the method, with the fullest assurance of success.

The Manual should be carefully read from its title page to the end, and re-read as often as may be necessary, to get the theory of the several breves and the general scope of the work fixed clearly in mind.

The Illustrative Outlines.

Special attention should be given to the illustrations accompanying the word lists, which are to be used as an inductive exposition and review. The outlines should be practised as the reading proceeds, and none of them should be overlooked.

The Order of Taking Up the Forms.

As to the order in which the breves are adopted, the widest latitude is permissible, but in a general way it will be found that the breves for initial vowels, for final *i* or *y*, for

final *t*, *d*, *nt*, *nd*, *mnt*, *mnd*, for syllable *ing* and its variations, for *tion*, *ter*, *con*, *com*, &c., the list of prefixes and suffices at ¶125, and breves of that class, which can be used without changing the form of the remainder of a word, will be most readily used. At the same time, all the remaining breves can be used in the same simple way, and also to a considerable extent in the more condensed style, for occasional words, so that it will be a matter of choice with each writer as to how much or little of the latter he uses at the start, and as to the rapidity with which he extends their use.

It is not advisable to attempt, in actual work, if one is writing from dictation or under pressure, a larger use of the breves than can be written without hesitation, but in practise writing, and in actual work done more leisurely, a general use of the breves may be undertaken at any time.

In the illustrative outlines given, the forms are used which are recommended for ultimate adoption. If any given outline appears too condensed for immediate use, the writer will simply substitute a simpler outline, which may embody a simpler application of breves, or the ordinary longhand equivalent, until the more condensed style has been acquired. The details as to this selection will be easily worked out in practise after the theory of the several breves has been learned.

Arrangement as to Reference.

The asterisks (*) which appear at the close of the paragraphs introducing the breves, indicate that the use of such breves is illustrated in the corresponding paragraph of the section of the Manual devoted to the outlines, beginning at page 75. These corresponding numbers will enable the reader readily to refer from the text to the outlines and vice versa.

Abbreviated Spelling.

To those who have already had some experience in the use of abbreviated spelling as ordinarily practised by long-hand writers, the omission of unnecessary letters will have become more or less familiar. Those who have had no special practise in this direction are recommended to note its observance in the lists of outlines, in order that they may acquire as soon as possible the "phonetic habit," which may be done readily by most writers with a little attention and practise.

The "Three Hundred Words."

The spelling recommended by the Simplified Spelling Board in its well known list of three hundred words, has been followed in the text and the printed word-lists thruout the Manual. This has seemed appropriate in a work of this kind, devoted to briefer forms, and will not, it is hoped, make it less acceptable to any, while it will perhaps be of help to some as a mild first step in phonetic spelling.

THE ALPHABET.

1. All letters should be written in their simplest forms.*
2. With the exception of *j* and *t* there is no variation in the forms of the letters beyond the omission of needless flourishes. *j* and *t* are recommended to be written as simple stems, the first slanting, the second vertical, those being the directions in which those letters are ordinarily written, except that the usual upward connective stroke *may* be employed when it affords a more convenient junction with following letters. In other cases *j* and *t* (especially the latter) may be written disconnectedly.

3. The long letters, such as *f*, *p*, *j*, *t*, and in many cases the short letters as well, may be joined to preceding letters at a lower level, without making the usual connective up-stroke.

These details will appear very obviously from a glance at the outlines given in the word-lists.

The Digraphs.

4. The double consonants, or digraphs, ordinarily written with two letters, may be written with one, by dropping one of the letters of such digraphs, usually the first letter, slightly below the level of the remaining letters, or of the next adjoining letter, in a word, and omitting the other digraph letter altogether.

5. *ch*, *tch* (with *c* dropped), called *chay*.*

6. *mb* and *mp* (with *m* dropped), called *emb* or *emp*.*
(The context will invariably show whether *mb* or *mp* is intended.)

7. *ing* (with *n* dropped), called *ing*, for *ig*.*

8. *sh*, *zh* (with the small print form of the letter *s*), called *ish* when pronounced hard, as in the word *mesh*; called *zhee* when pronounced soft, as in *measure*.*

(*sh-zh* need not be dropped for purposes of distinction, but may be dropped whenever convenient for the purpose of saving the unnecessary connective up-stroke, as shown.)

9. *th*, *dh* (with the letter *t* curved), called *ith* when sounded hard, as in *throat*; called *dhee* when sounded soft, as in *tho*.*

10. *wh* (with *w* dropped), called *whay*.*

11. *xp* (with *x* dropped), called *xp*.*

Consonant Values of *ph*, *c*, *g* and *q*.

12. *ph*, pronounced *f*, should be written with *f*.
filadelfia, *fotograf*, *fonograf*.

c hard, *ch* hard and *ck* (properly the sound of *k*), with *c*, which is preferred to the letter *k* for these letters, by reason of being the briefer character:

choral-corrall (written *coral*), chronic (*cronic*), knuëkle (*nucl*), echo (*eco*), architect (*arcitect*), archive (*arciv*), chloroform (*cloroform*), lack (*lac*), thick (*thic*), tack (*tac*), &c.

Letter *k* may be retained, however, in words in which the common spelling has *k* alone, i. e., dissociated from *c*, as in *kite*, *kind*, *like*, *kick*, (*kic*), &c.

c soft with *s*.*

g soft, with *j*.*

kw, *cqu*, *cho*, with *q*.*

The Vowels.

13. *Long a* may be distinguished from *short a* by writing the former with an up-stroke through the letter (as is frequently done in ordinary usage), and the latter in the more usual form.*

14. *Long e* may be written in the form of the small capital, and *short e* in the more usual form.*

15. *Long i* may be written as usual, and *short i* without the dot.*

16. *Long o* may be written with an up-stroke or a down-stroke through its center, according to which gives the better junction, and *short o* in the more usual form.*

17. *oo*, long as in *boot*, *loop*, as well as in the shorter sound heard in *foot*, *root*, may be reduced to one character (since in ordinary usage these sounds never conflict) by writing a single *o* slightly dropped, as in the case of the digraphs.*

18. *au*, *aw*, *oa*, *ou*, when having the sound of broad *a*, as in *taught*, *law*, *broad*, *ought*, may be written with *a* dropped.*

19. *oi*, as in *boil*, by elevating the *o* slightly and omitting the *i*.*

20. *ow*, *ou*, as in *how*, *out*, by dotting the *o*.*

21. *Long u* may be distinguished from *short u* by dropping the former.*

a. The dropping or elevating of letters just described is analogous to the practise quite common among longhand writers, of indicating, by the raising or lowering of the last written letter of a word, the omission of preceding or following letters, also in writing dates, denominations, fractions, &c., and will after a few trials be found to fall very naturally into habitual use in the foregoing abbreviations.

b. There are many words in which the distinctions above prescribed between long and short vowels, are not essential to perfect legibility, as illustrated by the words *only*, *after*, *upon*, *echo*, *frost*, &c. The reader recognizes at once the word intended, as any other pronunciation would produce a word unknown to the language.

c. In another class of words the different sounds associated with the vowel letters in the common longhand spelling, are quite essential to be distinguished in the one-letter-one-sound spelling of a phonetic alphabet.*

Diphthongs.

22. It will generally be found, in words of common usage, quite sufficient to indicate double vowels by a small double angle, detached, as the context will indicate the word unerringly; the angle being placed in its proper order with the letters of the word, and at any point of elevation most convenient.*

23. As a general rule, however, proper names and other words whose precise diphthong would not be at once suggested, should have their diphthongs denoted in full.*

24. *Long e* may be frequently omitted from prefix *de*.
dpend, dfeat, dvour, dvice, dfy, dcry, &c.

25. Omit *e* before *x*.

xchange, xplain, xpose, xpire, xcl or *xl* (excel), &c.

SILENT LETTERS.

26. All silent letters, and many vowels heard so slightly that their identity is obscured, and therefore having no phonetic value, can be safely omitted, as in the ordinary abbreviated spelling, as indicated by the renderings shown in parentheses in the following words:

sighed (*sid*), thigh (*thi*), head (*hed*), enough (*enuf*), puffy (*pufy*), apple (*apl*), tarry (*tary*), tally (*taly*), possess (*poses*), thick (*thic*), thorough (*thoro*), though (*tho*), shall (*shal*), express (*xpres*), thicken (*thicn*), ripen (*ripn*), open (*opn*), mischief (*mschf*), precious (*prc-sh-s*), ferocious (*fro-sh-s*), officious (*ofi-sh-s*), measure (*me-sh-r*), example (*xmpl*), humble (*umbl*), tangle (*tangl*), thumb (*thum*), limb (*lim*), lamb (*lam*), own (*on*), moan (*mon*), honest (*onst*), captain (*captn*), message (*mesg*), moment (*momnt*), Robert (*Robrt*), separate (*seprt*), ebony (*ebny*), guttural (*gutrl*), mature (*mtur*), political (*plitel*).

UNVOWELLED OUTLINES.

27. It is well understood among stenographers and

others who have used unvowelled spelling to any extent, that the mass of words are amply distinguished by their consonant outlines, and that as the custom of omitting vowels is continued, more and more of them become unnecessary. The use of Position Writing, as explained at ¶126, makes it possible to indicate the vowel sounds without actually writing them, except in the case of an occasional word which the writer learns instinctively to distinguish by inserting a necessary vowel, such exceptions being in general accented vowels, diphthongs, long vowels initially and finally, and other vowels which specially distinguish vowel from consonant beginnings and endings in outlines otherwise alike. While considerable practise is required to employ position writing uniformly, it may be, like the other expedients requiring time for full mastery, employed at first in occasional outlines which the writer will learn very soon to distinguish in that manner, and the practise thereby afforded may be relied upon to familiarize the method for general use.

INITIAL VOWEL TICK.

28. Many shurred vowels of the class described in ¶26, when occurring initially in words, serve merely as a general indication to the ear that such words have a vowel instead of a consonant beginning. Such vowels may be conveyed to the eye with equal clearness by a like general indication, in the form of an initial tick, merely to distinguish vowel from consonant beginnings.

In many words, also, which begin with vowels heard more distinctly, their identity is sufficiently indicated by the remainder of their outlines.

There is therefore a large class of words commonly used in which initial short vowels generally, and long vowels

occasionally, may be indicated in this general way only, by the Initial Vowel Tick. This tick is joined at a right angle to the succeeding consonant letter.*

In the case of consonants *l*, *r* and *s*, which begin with an up-stroke, an elongation of the up-stroke may be used instead of the right-angle tick, as affording a more facile junction.*

29. Initial vowels should, *as a general rule*, however, (*except in connection with position writing*) be written with their specific characters in words of only one syllable and in words beginning with a long vowel or a diphthong.*

STROKES.

30. *t*, *d*; *nt*, *nd*; *ted*, *dcd*; *mnt*, *mnd*, may be denoted by short strokes, or ticks, as follows:

31. *t* (medially and finally in words), by a right-angle stroke, intersecting the preceding letter; or with letter *t* joined or disjoined, and, for convenience, somewhat shortened.*

The letters *w*, *s*, or *p*, accompanying a word or phrase in the following word-lists, indicate that such word or phrase is provided with a shorter outline in the list of word signs or of phrases at page 49 and 62, respectively.

32. *d*, (medially and finally), by a downward stroke, or tick, slanting, usually, to the left, like the straight modification of the *comma* sign used by many writers, which may be joined or disjoined, according to preference. This tick may be slanted to the right in any instance where that direction offers a better junction, as after letters *j* and *ish*, and may, for the same reason, be written with an upward slant after letters *o*, *q*, *v* and *w*.*

33. *nt* (finally), by a short, curved stroke, at a right angle, concave on its upper side, joined or disjoined.* (See 39.)

34. *nd* (finally), by a like concave stroke, slanting up-

ward or downward, joined or disjoined. (See ¶39.)

35. *ted* (finally), by a straight stroke at a right angle, generally joined.*

36. *ded* (finally), by a straight stroke slanting upward, generally joined.*

It will be observed that the *ded*-stroke and the upward tick for *d*, recommended after *o*, *q*, *v* and *w*, incline in the same direction. Hence the latter should be written as a short tick, and the former as a stroke of about the length of letters *j*, *i*, *l*, &c. *ded*, however, is not a very frequent termination, and after a little experience with abbreviated writing, may be safely indicated, like the termination *ted*, by the horizontal stroke, particularly if at a later stage the writer elects to use as a character for the letter *r* the upward stroke here assigned to final *ded*.

37. *mnt* (finally), by a stroke at a right angle, concaved on its under side, joined or disjoined.* (See ¶39.)

38. *mnd* (finally), by a like stroke slanting upward or downward, but generally downward, joined or disjoined.* (See ¶39.)

It will be noted in the outlines that after *mnt* and *mnd* the upward *d*-stroke is used.

39. The strokes for *nt*, *nd*; *mnt*, *mnd*, may also be used initially, medially and concurrently.*

THE I DOT.

40. The *short vowel i*, which occurs so frequently in the terminations *ty*, *ity*, *dy*, *idy* and many others, may be indicated by a dot placed beside the bottom of the consonant which it precedes or follows.*

41. The dot for *short i* may also be written to the strokes.*

The writer may take up at any stage desired the further use of some or all of the complete list of detached vowel signs at page 71, according to his convenience. They will be found of the greatest service and to require, with most writers, only a moderate amount of practise in order to be used quite extensively.

THE SHUN STROKE.

42. (a) The syllables *tion*, *sion*, *sian*, *shion*, *tian*, &c., all pronounced *shun*, or as a slight modification thereof, may be added after all letters (except *j*, *t* and *ith*) by prolonging their terminations in the form of a curved stroke or flourish, in the direction which conforms most easily to an uninterrupted movement of the hand, as shown.*

Shun After *j*, *t* and *ith*.

(b) After letters *j*, *t* and *ith* the *shun* syllables are added by a large hook formed on the right-hand side.*

The TER HOOK.

43. The syllables *ter*, *ther*, *tor*, *tire*, *ture*, &c. may be added after all letters (except *ith*) by a large hook turned downward on letters having no stems, and, on letters having stems, turned on the side opposite that assigned to the *shun* hook.*

Ter After Letter *ith*.

44. On the curved letter *ith*, the *ter* syllables are added by writing the letter twice its normal length.*

Shun and Ter After Strokes.

45. *Shun* is added to all the strokes described at §§30-38 inclusive, in its hook form. The *ter* hook is added on the straight strokes for *t* and *d* only, as it cannot be formed on the convex side of curved strokes or curved stems.*

Strokes After Other Breves.

46. In like manner, any of the strokes mentioned at §§30-38 may be added after the brief sigus for *shun* and *ter* by being joined to or stricken through the latter; as also a following letter or vowel dot, in the manner shown.*

SPECIAL CONTRACTIONS.

47. *Con, com, cum, cog*, as initial syllables, may be indicated by a short dash, or tick, disjoined, placed over the top of letters and at the beginning of strokes.*

48. *Accom* may be represented by a like dash.*

49. All the foregoing syllables, including *accom.*, may be indicated medially in words by *proximity*, i. e., by writing the syllables preceding and following them disconnectedly, omitting the dash.*

50. *ing*, as a final syllable, may be represented by a dot at the bottom of letters and at the end of all modifications.*

51. *ings*, by changing the *ing*-dot to a small circle.

52. *ing-a*, by changing the *ing*-dot to a slanting tick.

53. *ing-the*, by forming the tick at a right angle.

54. The pronoun *I*, and long *i* as an initial syllable, by a slanting tick, either standing alone or joined to a following verb, and written upward or downward, according to which gives the better junction.*

And, by the longhand letter *ſ*, or by a dot above the line.*

An, by a like dot above the line.*

A, by the letter *a*, as usual, or by a dot on the line.*

The, by a dot below the line.*

And-a, by a small *acute* angle, above the line, pointing to the right.*

And-the, by a small *right* angle above the line, as shown.*

Have, by a downward tick, in the direction of letter *j*,—written above the line.*

Of, by a like tick on the line.*

All, by a like tick below the line.*

How, by a vertical tick above the line.*

He and *him*, by a vertical tick on the line.*

Who and *whom*, by a vertical tick below the line.*

A or *and* is added to all the foregoing ticks, (except the *i*-tick) by joining thereto a following tick *slanting upward*.*

The is added to the same ticks by joining thereto a following *horizontal* tick.*

It will be noted that the ticks for *I* and *have* are the same. This, however, will occasion no conflict, as the context in which they occur is always sufficiently distinguishing.

As the context will also show whether the nominative or the objective of the pronouns *he* and *who* is intended, the vertical tick on the line is safely used for *he* and *him*, and the vertical tick below the line, for *who* and *whom*.

OPTIONAL STEMS FOR M AND N.

55. *M*. For this three-loop letter may be substituted the shorthand *m*, consisting of a one-loop stem, concaved on its lower side, like *mnt-stroke*, but of the same length as letter *t*.*

56. *N*. This letter may be written with a curved stem concaved on its upper side, like *nt-stroke*, of the same length as stem *m*.*

The use of the stem for *m* and *n*, and for *j*, *t* and *ith*, heretofore recommended, is attended by conditions quite unlike those arising from its use in close and uninterrupted succession for the twenty-five consonant letters of the phonetic alphabet of shorthand. In this limited use the distinctions secured by the direction of slant are kept within bounds easily and naturally accomplished, while the shading distinctions are avoided entirely, and the variations in length apply only as between the strokes for *nt*, *mnt*, and the stems for *m* and *n*, these distinctions being further emphasized by context so as seldom to occasion conflict in any event. Within these limits the stem fulfils a function similar to that of the other adjuncts, and may be used with great advantage, because of its brevity, particularly as a substitute for the three-loop letter *m* and its near relative, the two-loop *n*. For these reasons these two stems are recommended at this stage for general use by those who find them convenient, as will be the case with the great majority of writers.

57. Before *n*-stem an initial dot may be substituted for the initial vowel tick, as shown in several of the outlines in the general list here given.*

TER ON CURVED STEMS.

58. The *ter* syllables, which are added to *letters* and to *straight stems* by the large downward hook described at ¶43, may on all *curved stems* be added by the lengthening principle already referred to at ¶44, i. e., by writing such stems twice their normal length.*

FINAL TICKS FOR LONG *u* and for *ow*.

59. (a) A special tick, slanting downward and to the left, is found very convenient in a few words of frequent occurrence, for *long u* following the consonants *n*, *f* and *v*, in the terminations *new*, *few*, *view*, and also the termination *ieu*. The *d* stroke, when stricken in the same direction, as after letters *n* and *f*, may be disjoined, and after stem *n*, may be slanted to the right. These are details which will be readily grasped by a reference to the example outlines.*

(b) A vertical tick may, in the same way, be used for the diphthong *ow*, after *n-stem*, only.*

CAPITALS FOR ADDING *k* and *g*.

60. *k*, as sounded in *take*, and *g*, as sounded in *egg*, may be added by writing the letter preceding them as a capital; using, for the most part, a different form of capital for these respective consonants. Line 1 for *k*, and Line 2 for *g*.*

The capitals indicated by the asterisks in the illustrative forms are alike for adding either *k* or *g*. The sounds of these two consonants are so closely related that they are frequently written without distinction in shorthand, but inasmuch as the two sets of capitals are available in Abbreviated Longhand, it will doubtless be found convenient by most writers to observe, as a general rule, the distinctions they afford.

61. In the example words given under the last paragraph, the *k* or *g* coalesces with the letter which precedes it, i. e. there is no vowel intervening between the two. In many words, however, a vowel intervenes between a given consonant and a following *g* or *k*, which vowel is either so slight as to

have no phonetic value, or which is clearly indicated by the context, in both of which cases the intervening vowel may be safely omitted.*

Capitals F and T, with Intersecting Strokes, Distinguished from Simple Capital F.

62. (a) The adjunct strokes through *capital F* are distinguished from the ordinary stroke of that letter, by striking the former through the top of the vertical line instead of through the middle thereof.*

(b) For the same reason, the strokes to *capital T* are stricken through the bottom of that letter.*

DOUBLE LENGTH LETTERS.

63. There are likewise many syllables and words in which a vowel intervening between the same consonant repeated may be omitted without the slightest difficulty in reading. Instead of doubling such consonants *in number* they may be doubled *in length*, in the case of the following long letters.*

64. The curved stems are repeated in the ordinary manner, as already shown, since in their case the lengthening principle is reserved for adding the *ter* syllables, as explained at ¶58.*

The script consonant letters not included in the foregoing double-lengths are the short letters *c, m, n, r, s, w, x* and *z*. Of these *c* hard (the same sound as *k*) may be doubled in two ways, viz., by *capital C* (*ck*) or by *double-length k* (*kk*). *r, s* and *z* are provided with repeating expedients to be described later. This leaves only *w* and *x* and the several digraphs unprovided for, and these occur so rarely as repetends as to require no special provision in this regard.

bp and pb.

65. Double-length *b* may also be used freely for *bp*, as well as *bb*, while double-length *p* is equally serviceable for *pb* as well as for *pp*.*

It will be noted that this lengthening expedient for denoting consonants repeated is to be used only when the *sounds* of the consonants are repeated, as in the words given in the lists, and not when a letter is repeated in the ordinary spelling to represent but one sounding of its consonant, as in the words *apple, happy, thinner, buggy, &c.*, in all of which cases but one consonant sound is heard, and therefore but one should be written.

The s-CIRCLE.

Initially.

66. The consonants *s* and *z* may be written with a small circle, always joined.

(a) Initially the *s*-circle requires a stem for its most natural junction, and therefore a little practise may be necessary to use it with full freedom at the beginning of letters *a, d, e, g, o, q*, and, perhaps, with some writers, at the beginning of *e* and *i*. It may be employed occasionally, however, with advantage before these letters, to begin with, and will very soon become familiarized so that it may be used quite generally.*

(b) To the beginning of the remaining letters the circle is joined with the greatest facility.*

Finally.

67. As a final adjunct the circle affords a natural junction on all letters.*

68. The circle is formed initially and finally on all capitals, on double-length letters and stems, and on strokes; also finally on the hooks.*

Medially in Words.

69. The circle is used medially in words, as well as initially and finally, as shown in a number of examples in the list to which reference is directed after reading ¶70.

70. In an occasional outline the use of the circle medially may require a little practise to be formed with entire freedom

of movement. If this is found to be the ease, the writer may continue the use of *letter s* until a satisfactory facility is acquired in this use of the circle. In order, however, that the use of the circle may now be understood in all its functions, these are fully illustrated in the list of outlines under this paragraph.*

Consonant and Vowel Endings Distinguished.

71. *Letter s* or *z* is used, instead of the circle, when followed by a final vowel; as the circle, when used finally, is always the last thing read. Therefore the use of letter *s* or *z* in that position always implies of itself a following vowel, which vowel need not be written unless for some reason it is specially distinguishing.*

Consonant and Vowel Beginnings Distinguished.

72. The initial vowel tick may be used before *s*-circle whenever conveniently joined.*

73. When an initial vowel tick and *s*-circle cannot be joined to a following letter, letter *s* or *z* must be used initially. Letter *s* or *z* in that position therefore implies of itself a preceding vowel, which vowel may be indicated by the elongated up-stroke before letter *s* (§28) or by its specific sign if necessary.

s-Circle for Words and in Phrases.

74. The *s*-circle offers an excellent short form for the words *as*, *has*, *is* and *his*, either alone or in phrases, as shown.*

The ss-CIRCLE.

75. A large circle may be used initially, finally and medially for *s* repeated, in syllables like *ses*, *sis*, *soc*, *sus*, *sys*, *cise*, &c.*

When for any reason the *ss*-circle cannot easily be made of ample size, a dot may be placed within it to distinguish it from the *s*-circle.

76. The initial vowel tick may precede the *ss*-circle in like manner as the *s*-circle.*

77. The small circle may be added to the large circle for an additional *s*.*

78. The *ss*-circle is useful for the following phrases.*

The *st* LOOP.

79. *st* or *zd* may be denoted by a small loop turned on letters with stem ending or beginning, and on strokes.*

80. On letters without stem endings, *st-zd* is denoted, finally, by an open loop carried to top of the letter.*

81. The *t* may be omitted in words of the following class.*

82. Before letters having no stem beginning, the consonants *st* are written with *s*-circle and letter *t*.*

83. *st* is added after hooks by a small half loop.*

84. (a) The *s*-circle is added to the *st*-loop for a following *s*.* (b) the *nt* and *mnt* strokes following the loop are either joined or disjoined, whichever is the more convenient;* (c) and the termination *sted* is written with *s*-circle and *ted*-stroke.*

85. The *st*-loop is used for the following phrases.*

The *str* LOOP.

86. *ster*, *stir*, *sture*, &c., as final syllables or combinations, and occasionally medially in words, may be written with loops corresponding in form to the *st*-loops, but made larger when closed, (as on stems,) and longer when open, (as on non-stem letters).*

87. The *str* loop is used for the following phrases.*

88. The *s*-circle is added to the *str* loop in the same manner as to the *st*-loop.*

89. The strokes may be joined to the end of the loop or stricken through it, whichever is the more convenient.*

90. The final *i* dot may be placed after this loop only, for a final vowel, in the manner shown, to distinguish the terminations *ter*, *try*; *tor*, *tory*, &c.*

91. After non-stem letters the *ing*-dot is placed within the *str* loop, thus distinguishing it from the dot for final *i*.*

l and r HOOKS.

92. A following *l*, which coalesces with its preceding consonant, or is separated from it by only a slight vowel sound, or one naturally supplied by the context, may be indicated, on *straight stems*, by a small initial hook, turned on the right hand side.*

93. A following *r* occurring in the same way, may be added by a like initial hook turned on the left hand side.*

94. On curved stems, *l* is added by an initial *large* hook; *r*, by an initial *small* hook, turned on the inside thereof.*

When an *l*-hook or other peculiarity of outline interferes with the joining of the Initial Vowel Tick, a dot may be substituted for the tick.

95. As the consonants *ntr*, *ndr*, are more conveniently written with double-length *n-stem*, or with *letter n* and *ter*-hook, the *r* hook is not used on the *nt-nd* strokes.*

96. The use of the initial hooks, as written on *stems*, is illustrated fully in the following list, which, like the lists in general, is intended also as a review.*

97. The use of the initial hooks, as written on *non-stem* letters, (except *c*, *o* and *ish*,) is illustrated in the following list. (The initial hooks are not used on *c*, *o* and *ish*.)*

Initial Hooks Added to Strokes.

98. The *l* and *r* hooks are also used on the several strokes, except as described at ¶95.*

The Circle and Initial Hooks.

99. The *s*-circle is turned on the inside of the *l*-hook for an initial *s*.*

100. *Note.* To add both *s*-circle and *r*-hook, the former is simply written on the *r*-hook side, without having to be turned *inside* the hook.*

The combination of circle and initial hook, however, is used chiefly on letters *p* and *t*, for the frequently occurring coalescents *spl*, *spr*, *str*, and to a more limited extent for *stl*, as in the word *settle* and its derivatives.*

Initial Hooks Used Primarily When l and r Coalesce.

101. As already explained, the use of the initial hooks in words in which the following *l* or *r* does not coalesce with its preceding consonant, involves the omission of the intervening vowel. In such instances the hooks should not be used unless the omitted vowel can be readily inferred in the act of reading, and should scarcely ever be used when the hook consonant would be both preceded and followed by a distinct vowel.*

Initial Hooks on Capitals and Double Lengths.

102. The *l* and *r* hooks are also serviceable on the capitals shown (*102-104) and on the double-lengths, for many outlines, some of which will require a certain amount of memorizing before being used extensively, but many of which can be incorporated into one's style at a very early stage.

103. On the capitals the hooks are formed as shown, and are read between the two consonants represented by the capital.*

104. On the double-length letters the hooks are joined precisely as on the single-length equivalents, and are likewise read between the two consonants represented by the double-length letter.*

FINAL HOOKS FOR f-v and n.

105. A following *f* or *v* may be added *on letters* and *straight stems* by a *small* final hook in the same direction as

the large *shun* hook; on curved stems, by a large final hook*

106. A following *n*, on letters and straight stems by a small final hook in the same direction as the large *ter* hook; on curved stems, by a small final hook.*

107. The final hooks are the last thing read except the circles for *s*, *ss* and the strokes.*

108. The *f-v* hook is occasionally added after *s* circle, but *n* after *s*-circle is preferably written with stem *n* or letter *n*.*

109. *Note.* The *s*-circle following *f-v* hook is turned on the inside thereof; but following the *n*-hook, the circle is merely transferred to the *n*-hook side, in which position it indicates both *n* and *s*.*

110. While *ans*, *ens*, &c., are written with the *n*-hook and *s*-circle, as shown at *109, *ness* may be distinguished by being written with stem *n*, or letter *n*, and *s*-circle.*

111. The *f-v* hook on curved stems (theoretically longer and narrower than the *shun* hook, but practically the same,) is used only in a few special phrases, in unvocalized outlines.*

112. The *n* hook is added after *ter* hook, *ster* loop and letters for the word *than* in phrases like the following.*

113. When *f-v* or *n* is followed by a final vowel, the letter or stem characters are used, but when those consonants are themselves the final element, the hooks are used, thus distinguishing consonantal from vowel endings.

114. (a) The *f-v* and *n* hooks on double-length letters are read after the second consonant represented by such double-lengths, as already explained at ¶107.*

(b) This rendering, however, finds application in but a limited number of words, comparatively, and while freely used for such words, the same combination of double-length and hook is used also for another rendering quite different and of more frequent application. In the second of these renderings

the lengthening of the letter does not repeat the first consonant, but adds *tr* to it, the *tr* taking effect after the hook.*

This dual function of the lengthening principle and final hook combined, is a very common expedient in shorthand practise, and is found to be free from the slightest difficulty, owing to the fact that the distinctions relied upon are fully supplied by the context in which words of these two classes occur.

Outlines of the *ftr-ntr* class, however, can be vocalized by the detached method only; yet they can be used in many instances without vowels.*

115. Initial and final hooks are used for *are*, *have* and *will* on the ticks for *I*, *how*, *he*, *him*, *who*, *have*, *of* and *all*, in the following phrases.*

PUNCTUATION MARKS.

116. The marks for indicating punctuation conform generally to those used in ordinary longhand, with the exception that in place of dots a small cross is substituted.*

THE STEM ALPHABET.

117. In order that the option may be had of choosing the outlines of greatest brevity for the list of Special Prefixes and Suffixes which is given at page 43, of Word Signs at page 49. and of Phrases at page 62, the pure shorthand signs are there given as alternatives whenever they offer an outline that is shorter and at the same time practical.

118. As these alternative outlines introduce stems not heretofore presented, the complete stem alphabet is given herewith, for the convenience of those who desire to make use of it, in the limited manner suggested, in writing the contractions referred to.*

119. With the two exceptions of *l* and *r*, which are explained at ¶¶120-122, all vertical and slanting stems are written in a downward direction; all horizontal stems, from left to right.

In the examples given at ¶¶120-122 to illustrate the general rules as to the direction of writing *l* and *r*, the vowels there written detached (in the letter forms already used) will make the illustra-

tions clear. In pure shorthand each of these vowels would be denoted by one of the detached dots or dashes shown in the vowel scale at *143.

120. (a) *l* is written upward when standing alone*

(b) Upward or downward when joined to following stems, according to which gives the better junction, the general rule being to write it downward after initial vowels, and upward when it is itself the initial letter.*

(c) Upward when followed by a final vowel.*

(d) Downward when *l* itself is the final element.*

121. The *straight* stem for *r* is always written upward.*

122. The curved stem for *r* is always written downward, and (like downward *l*) is used chiefly after initial vowels, *a; before horizontal stems, *b, and when *r* is the final element of a word, *c; upward *r* being used when followed by a vowel as the final element of a word, *d.

The foregoing rules are scarcely necessary to be stated for the limited use of the stems embodied in the contractions referred to, but have been here set forth for reference on the part of any writers who may at a later stage desire to employ in their general style a larger use of the stems than has been prescribed in the preceding pages of the Manual.

OPTIONAL STEM for *r* and *rd*.

123. (a) Not to complicate unduly the style of writing for beginners, the use of stems has been limited to that already recommended, including only those for *j*, *t*, *ith*, *m* and *n*, the last two optional. If a further use of stems is found desirable by any, that for *r* should be the next taken up. This stem offers a convenient form for *r*, particularly for initial *re* and final *ry*; and a *half-length* *r* can be safely used for the termination *rd*; or, if preferred, stem *r* and *d*-stroke may be used for this latter termination.*

(b) If the stem is used for *r*, the *ded-stroke*, so called, (§36 and note following) should be discontinued, and *ded* may be safely written with the same horizontal stroke that is used for *ted*. The terminations *ted* and *ded* are sufficiently distinguished by context to avoid confusion thru the use of the same sign for both.*

(c) If the half-length *r* is adopted for *rd*, the upward

tick for *d* after *o, q, v, w*, (132), should like wise be discontinued, and *d* after such letters written with the downward tick slanting to the right, or with the straight *comma* tick disjoined.*

(d) The downward, or curved, stem for *r* may be used, if desired, when *r* is the final letter of a word, and the upward, straight *r* when followed by a vowel, thus distinguishing consonant from vowel endings.*

(e) Or the upward stem may be used exclusively and a final vowel indicated by a dot or specific vowel.*

SHORT SIGNS FOR *w* and *y*.

124. Another expedient used occasionally in the special contractions for Prefixes and Suffixes, Word Signs and Phrases, consists in the short forms for *w* and *y* given herewith, whose application will be readily understood from the outlines in which they occur in the lists of those contractions.

SPECIAL PREFIXES AND SUFFIXES.

125. This list is especially advised for all writers. By learning the few abbreviations therein contained, hundreds of words can be cut down one-half or more. The abbreviations are all very suggestive, are therefore easily memorized, and can be put into use at once.

(The stem equivalents given may be used at the option of the writer.)

alogy-ology, written with *j*, disjoined.

*analogy, etymology, philology, tautology, phrenology, geology, physiology, &c.

alogist-ologist.

*etymologist, philologist, mineralogist, &c.

alogical-ological.

*genealogical, theological.

able, ably; ble, bly,—with *b*, joined or disjoined.

*fashionable-y, lamentable-y, inseparable-y, favorable-y (w. s.), exceptionable-y, returnable, indigestible-y, curable, permissible-y, accessible-y, exhaustible, excitable, &c.

ability-ibility,—with *b* and *t*-stroke.

*saleability, excitability, explainability, permissibility, accessibility, incontestibility.

bleness, fulness, iveness, lessness,—with *bs, fs, vs* and *ls* respectively, disjoined.

*variableness, agreeableness, teachableness, changeableness (w. s.), peaceableness;

joyfulness, painfulness, wastefulness, hurtfulness, healthfulness;

constructiveness, persuasiveness, destructiveness, alimentiveness, secretiveness, decisiveness, comprehensiveness, extensiveness, expensiveness, acquisitiveness, positiveness;

shamelessness, fearlessness, worthlessness (w. s.), thanklessness (w. s.), faultiness, endlessness, heedlessness, carelessness, helplessness, listlessness, recklessness.

ever,—with letter *v*. joined or disjoined.

*evermore, everlasting, everliving, wherever (w. s.), whichever, (w. s.), forever (w. s.), whenever (w. s.).

On ticks, with *v* hook.

*however, whoever.

ficial.—with *f-ish*. joined or disjoined.

*official, beneficial, sacrificial, artificial.

for, forc, form.—with *f*, joined or disjoined.

*forbear, forbade, forbears, forbore, forever, forget-ing, forgot (distinguished), forgotten, forgive-n-ing-ness (*give* w. s.).

foreknow-n, foreknowledge (w. s.), foreman, forerunner, foreordain, foreordination, foreknew, forebode-ing.

form-ed-er-ing-ation, formal-ly, inform-ed-er-ing-ation, reform, conform, misinform.

magna, magne, magni,—by *m* placed above the remainder of the outline.

*magnanimous-imity, magna charta, magnetize-d-ing-ation, magnetism, magnetic, magnesia-ium, magnify, magnitude, magnificent, magniloquent.

mental-ly, mentality.—by *mnt* stroke, disjoined.

*sacrament-al, element-al-ly, fundamental-ly, complement-al, complement-al, detriment-al-ly, instrument-al-ality, experimental-ly (w. s.), ornamental-ly, supplemental-ly, monumental-ly, rudimental-ly.

mentary,—by *mnt* stroke and *v*-hook, disjoined.

*elementary, complementary-complimentary, rudimentary.

ncial, ntial,—by *n-hook*, or *n-stem*, omitting the remaining letters.

*financial, circumstantial (w. s.), substantial, prudential, confidential.

self,—by *s-circle* on the line, disjoined.

*self-evident, s-interest, s-estate, s-culture, s-defense, s-dependent, s-destructive-tion-iveness, s-educate-d-ing-tion, s-examination, s-help, s-love s-possessed-sion, s-reproach, s-protection, s-righteous-ness, s-same, s-sufficient (w. s.), s-willed, selfish-ness-ly, s-support-ing, s-reliant-ancee, s-sustaining;

herself, ourself (distinguished), myself, thyself, himself, yourself, itself, one's self.

self-com, by placing the *s-circle* in the position of the *com-dash*.

*selfcomplacent, s-conceit-ed, s-confessed, s-conscious-ness, s-convicted-ing-tion.

selves,—by the *ss-circle*, joined.

*themselves, ourselves, yourselves (w. s.).

ship,—by *ish*, disjoined.

*courtship, hardship, stewardship, friendship, horsemanship, workmanship, partnership, copartnership, executorship, clerkship, township, flagship, workshop, unship, reship-ed-ing.

soever,—with letter *s* and *v-hook*.

*whencesoever, howsoever, whomsoever, whithersoever, wheresoever (w. s.).

super,—by letter *s* placed above remainder of outline.

*supernumerary, s-fluous, s-ficial, s-intend-ant-ing-ance (w. s.), s-iority, s-impose-d-ing, s-structure, s-erogation, s-heated, s-sensitive, s-tition.

with, by *ith*, joined or disjoined.

*withal, withdraw-n-ing-al, withhold, withheld, within, withstand, withstood;

forthwith, wherewith-al (w. s.).

worthy,—by *short w-sign* prefixed to *ith*, joined or disjoined from the following letter.

*worth-ily-iness, noteworthy, seaworthy-iness.

THE WORD SIGNS AND PHRASES WRITTEN IN THREE POSITIONS.

126. The well known and invaluable shorthand expedient of writing words in different positions with respect to the line of writing, is introduced in the following arrangement of the Word Signs and Phrases, since by this means the vowels may be indicated without having to be written.

127. These positions are designated respectively *first place*, *second place* and *third place*. A first place outline is written *above* the line of writing; a second place outline, *on* the line, and a third place outline, *through* or *below* the line.

128. The position in which an outline shall be written is determined by its *leading*, i. e., its *accented*, vowel sound, and the vowel sounds are divided into three groups corresponding to the three positions above described.*

129. A word is written in the first place when its accented vowel, (or its only vowel, if it have but one,) belongs to the first-place group; and in like manner the vowels of the second and the third place groups determine when a word shall be written in the second or the third place.

130. When a consonant outline is composed of several letters or stems, written at different levels, the function of *position letter* is assigned to the first *script letter*, or the first *slanting* or *vertical stem*, as the case may be, which occurs in that particular outline, and not to any *horizontal* stem which may occur therein. A preceding *horizontal* stem is joined to such position letter or stem at any level which may be necessary to carry the latter into its required position; and, likewise, all following characters are added, (at any level they may happen to fall into,) to such position letter. In other words, the first occurring *letter*, *slanting* or *vertical stem*, takes the *place position*, without regard to the position into

which the non-position characters may fall. Therefore, in reading the outlines, and also in writing them, regard is had only to the position letter in determining the position of any particular word.*

131. When an outline is composed wholly of one or more horizontal stems, these are of course used as position letters.*

132. Consonants in the first position are written half the length of letter *t* above the line; in the second position, on the line; in the third position, through or below the line; except that double length letters in the first position terminate just above the line; in the second position, slightly below the line; in the third position, about equally divided by the line.*

133. In position writing the digraphs *chay*, *emb*, *-ing*, *whay* and *xp*, (§§4-11) when occurring with other letters or strokes in a word, may be distinguished in the usual way by being dropped slightly below such other letters or strokes.*

134. In the few instances in which one of the foregoing digraphs occurs as the only consonant in a word not otherwise distinguished, the digraph may be accompanied by and dropped below the necessary vowel letter.*

135. The digraphs may be distinguished from letters *c*, *m*, *n*, *w* and *x* as simple letters in the third position, by writing the digraphs through the line, and the simple letters below the line, i. e., in the third position.

NOTE—

136. So far as the *position* distinctions enter into the use of the word signs and phrases, it would be quite possible to memorize them arbitrarily, but an understanding of the underlying principles will assist in learning them, by way of suggestion. Position writing, however, is recommended for general use as fast as it can be acquired, a few words at a

time, particularly for many of the commonest words, like *to*, *it*, *at*, *by*, *be*, and a mass of words of that class, which the writer can quickly learn to distinguish in this way, so as to save writing their vowels.

WORD SIGNS.

A	•	are, our, hour.....	h or /
an <i>or</i> and.....	•	architect-ure.....	h
according, according to.....	a	as <i>or</i> has.....	o
acknowledge	g	assemble-y.....	m or t
administratrix	x	astonish-ed.....	@
advantage	/	bank-note.....	h
advertise.....	h	bankrupt.....	B
ah	a	baptism.....	h or b
almost	m or ~	because.....	B
all	, or a	become, became	B
already	h	before.....	b or v
altogether	g	began	g
among-st.....	n, n	begun.....	g
angel	l	begin.....	g
anniversary.....	ver or v	believe.....	g or s
another	~	belong.....	g or s
antagonist-ic.....	g	beneficial.....	bfs
any.....	n or ~	benignant.....	bv
anybody.....	n or ~	between.....	j y
anything.....	n or ~	beyond.....	y

bretheren.....	b or ɪ	controversy,	ɪ
brother.....	b or ɪ	controversy.....	ɪ
brotherinlaw.....	bl or ɪl	correct.....	kr
but.....	b or ɪ	could.....	c
can.....	c	county.....	c
capable.....	kr	cross-examine.....	kr
captain.....	kr	cross-question.....	kr
catholic.....	kr	danger.....	dr
certificate.....	kr or ɪ	December.....	dr or dr
change.....	kr	defendant.....	d
charge.....	kr	degree.....	kr
characteristic.....	kr	delinquent-ency.....	kr
children.....	kr	deliver.....	dr
Christian.....	kr	Democrat-acy-atic.....	dr
circumstance.....	kr	describe.....	kr
citizen.....	kr	develop.....	kr or dr
collect.....	kr	did.....	d
come.....	kr	difference-ent.....	d
consequence.....	kr	difficult-y.....	kr or dr
consequent.....	kr	dignify.....	kr
contingency,	kr	dignity.....	dr
contingent.....	kr	discriminate.....	kr or dr

distinct.....	d	familiarity.....	fm or fr
do.....	d	favorable.....	fz
dollar.....	d	February.....	fb
domestic.....	dms or dvs	financial.....	fr or w
during.....	d	first.....	f or b
each.....	e	for, form.....	f or m
electric.....	e	from.....	m or n
endeavor.....	v	gave.....	g
Episcopal.....	ps	general-ly.....	d
equality.....	q	generation.....	l
especial-ly.....	h	gentleman.....	x
establish.....	f	gentlemen.....	x
estimate.....	e	gent.....	x
Evangelical.....	v	give-n.....	q q
ever.....	v	go.....	q q
exclude.....	x	govern.....	g
exclusive.....	x	governor.....	d gn
expect.....	x	had.....	d
experience.....	x	half.....	f or l
extraordinary.....	(x) x	has or as.....	o
familiar.....	fm or fr	have.....	'

he.....	i	intelligence.....	j
health-y.....	h	intelligent.....	j
hear, here.....	h or i	interrogatory.....	q
heaven.....	v	is or his.....	
help.....	h	January.....	jn or L
her.....	h or i	July.....	jl
him.....	i	June.....	j
his or is.....	o	junior.....	j
home.....	m or n	jurisprudence.....	j or z
hope.....	h	kingdom.....	k or n
I.....	i	knowledge.....	ng or y
immediate.....	m or n	language.....	h
important-ce.....	m	large.....	l
improve.....	m or n	legislature.....	l
improvement.....	m or n	lengthy.....	h
indignant-nity.....	at D	malignant.....	at
indispensable.....	po or q	manager.....	mq or cq
infer, inform.....	nf, f, or i	manufacture.....	mf or f
influence, influential.....	nf, f, or i	manuscript.....	ms or s
inscribe.....	nli or li	March.....	mc or c
insurance.....	no or o	Massachusetts.....	mo or o

maximum..... *M*
 member..... *m* or *~*
 memorandum..... *mm* or *~*
 memoranda..... *mm* or *~*
 mental..... *~*
 mentally..... *~*
 minimum..... *mm* or *~*
 misdemeanor..... *m* or *~*
 mister..... *m* or *~*
 mortgage..... *mq* or *q*
 movement..... *~*
 neglect..... *n*
 negligence..... *n*
 negligent..... *n*
 never..... *n*
 nevertheless..... *nb*
 nobody..... *n* or *~*
 notwithstanding..... *n*
 November..... *n*
 now, new (159)..... *n*
 number..... *b* or *~*

O, oh, owe..... *o* or *~*
 object..... *b* or *~* (noun); *b* or *~* (verb)
 objection..... *b* or *~*
 (observe)..... *ber*, *b* or *~*
 observation..... *ber* or *~*
 October..... *o*
 of..... *~*
 opinion..... *p*
 opportunity..... *h*
 other..... *~*
 our, hour, are..... *~*
 over..... *~*
 own..... *n* or *~*
 parliamentary..... *pl*
 part..... *h*
 particular..... *~*
 particularity..... *~*
 peculiar..... *pp*
 peculiarity..... *pp*
 pecuniary..... *p*
 people..... *p*

perform	<i>p</i>	question.....	<i>q</i>
perpendicular.....	<i>p</i>	railroad.....	<i>rr</i>
perpendicularity	<i>p</i>	recollect.....	<i>r</i> or <i>l</i>
phonographer-phy	<i>ph</i> , <i>ph</i>	record.....	<i>r</i>
plaintiff	<i>p</i>	recover.....	<i>r</i>
popular-ity	<i>p</i>	reference.....	<i>r</i> or <i>r</i>
possible-bly;bility.....	<i>p</i>	regular;ity	<i>R</i> ; <i>R</i>
practical-ly	<i>p</i>	religion	<i>r</i> or <i>r</i>
practicable;bility.....	<i>p</i>	remark.....	<i>r</i> or <i>r</i>
practise	<i>p</i>	remember.....	<i>r</i> or <i>r</i>
preliminary	<i>p</i>	represent.....	<i>r</i> or <i>r</i>
prerogative	<i>p</i>	republic-sh.....	<i>r</i> or <i>r</i>
preservation.....	<i>p</i> or <i>p</i>	repugnant.....	<i>r</i> or <i>p</i>
principal-ple.....	<i>p</i>	responsibility.....	<i>r</i> or <i>p</i>
privilege.....	<i>p</i>	responsible.....	<i>r</i> or <i>p</i>
probable-ly	<i>p</i>	resurrection.....	<i>r</i> or <i>r</i>
proportion	<i>p</i>	reverend.....	<i>r</i> or <i>r</i>
public-sh	<i>p</i>	revolution	<i>r</i>
qualify	<i>q</i>	Roman Catholic.....	<i>r</i>
quality	<i>q</i>	satisfaction.....	<i>s</i> or <i>s</i>
quarter	<i>q</i>	satisfactory.....	<i>s</i> or <i>s</i>

savings-bank.....	ɛʒ	southwest.....	ɛʊ or sʊ
Senior.....	ɛ	speak-er.....	ʃ, ʒ
send.....	e	special-ly.....	ʃ
sent.....	e	specification.....	ʃ or ʃ
September.....	ʃm or ʃ	spoke-n.....	ʃ, ʃ
several.....	ɛ	subject.....	ʃ or ʃ
soever.....	ʃ	subscribe.....	ʃ or ʃ
shall.....	s or ʃ	subscription.....	ʃ or ʃ
should.....	s or ʃ	suggestion-tive.....	ʃ, ʃ
significance-ant.....	ʃ, ʃ	superintend-ent.....	ʃ
signify.....	ʃ	superintendence.....	ʃ
similar.....	m or ʃ	superficial.....	ʃ
similarity.....	m or ʃ	surprise.....	ʃ
single-ly.....	ʃ	swear.....	w
singular.....	ʃ	swore-sworn.....	w, w
something.....	m or ʃ	sympathy.....	m or ʃ
somewhat.....	m or ʃ	system.....	ʃ
somewhere.....	m, m or ʃ	thank.....	ʃ
somehow.....	m' or ʃ'	that.....	ʃ
southern-erly.....	ʃ, ʃ	the.....	ʃ
southeast.....	ʃ	there, their, they are.....	ʃ

them (

these z or)

thing h

think (

together g

true f

truth t

understood u

undersigned e

uniform y

United States b

universe yv

university yv

usual-ly s or)

was z or)

we c or w

were, where h or /

what = or w

when c or w

which c

while w

who, whom i

whose b

width f

with (

without c

world w

worth (

worthy f

would = or w

year y

you, your y, u or n

THE DERIVATIVES OF THE WORD-SIGN WORDS.

136. The derivatives of the words written with word-signs are written in accordance with the rules for joining to words in general their various terminations. Therefore, when a word-sign itself is learned the forms for its several terminations are suggested by general principles and do not have to be memorized arbitrarily, like the word-signs themselves.

The following list will be of assistance as a further review of the general rules and in more quickly acquiring the best forms for this useful list of abbreviations.

accordingly.....	al	becoming-ly.....	B. Bl
acknowledged-ing-ment.....	g g g	beforehand.....	bc or bc
{ advantageous-ly-ness,		believed-ing-able.....	b. b. b. ; s. s. s.
{ disadvantage.....	h h h h h or h o d	belonged-ing;ings.....	b. b. b. ; s. s. s.
{ advertised-ing-ed	d d d d d or d n	{ capability	
{ ment.....		{ incapability.....	ct. ct. ; st. st.
always.....	a	certificated-tion.....	d. ; s. ; or d. w
angelic.....	l	{ changing-ableness; exchange.	
assembled-ing.....	m. m. ; n. n.	{ unchange, interchange-ed-able..	
astonishing-ly-ment.....	a al a		c. c. b. c. ; x. x. ; c. c. ; s. s.
bankruptcy.....	b n	Christianity, Christmas.....	x. ; or x. o
baptistry.....	p ns	circumstances-ed-tial.....	f f

citizens-ship *f f_s or f* *ds ds ds*
 collected-or-ing-tion *L L L L* { electrical-ly-tricity-tro-trode-
 trify-trification
 coming *c* *L L L L L L L L*
 consequential *qr* endeavored ing-er *v v v_a*
 controversial *ll* Episcopacy-alian *Ms M_s L*
 corrected-ing-ly-tion-ness *R R* established-ing-ment *f f L*
Ml R Rm or R estimated-ing-tion-or *e e e e*
 { dangerous-ly *d d d* excluded-ing-sion-sive-ly *x x x*
 { endanger *d d d*
 delivered-ing-y-ance-er *d d*
d d ds or d s { expected-ing-ation-ant,
 described-ing *d d ds or d s* { unexpected *x x x x x*
 { experienced-ing-es,
 { inexperienced *x x x x*
 descriptive-tion *ds ds* extraordinarily *xl*
 developed-ing-ment *dy dy dy* familiarly, unfamiliar *f f f*
 differed-ing-ential-entiation *d* financially *fz f_l f*
d ds or ds ds or ds firstly *fl*
 difficultly *d* formed-ing-ation-ality *f f*
 dignifying, undignified *df df* *f or f_l f_l f*
 discriminated-ing-tion *Am Am* { generation, degeneration, regen-
 eration *L d d*
Am i L L L gentlemanly *tl*
 { distinctness-tion, { governed-ing-ment
 { indistinct *dn or d d* { mental *g g g g*
 domesticate-d-ing-ation *ds* { helpless-lessness-ful
 fulness *h h h h*

{ historic-al, <i>hc hl hn</i>	opinionate-d. <i>h₁ h₂</i>
{ histrionic	performance. <i>h₁</i>
{ hopeless-lessness, <i>h₁ h₂ h₃ h₄</i>	preliminarily <i>h₁ h₂</i>
{ ful-fulness.	probability <i>h₁</i>
immediately-ness. <i>h₁ h₂</i>	publication <i>h₁</i>
inference-tial <i>h₁ h₂ h₃ h₄ h₅ h₆</i>	recollected-ing-tion <i>h₁ h₂ h₃</i>
inform-er-ation <i>h₁ h₂</i>	reform-ed-er-ing-ation <i>h₁ h₂ h₃</i>
influential-ly. <i>h₁ h₂</i>	remembrance <i>h₁</i>
inscription. <i>h₁ or h₂</i>	{ represented-ing
manufacturer-ory <i>h₁ h₂</i>	{ ative-ation <i>h₁ h₂ h₃ h₄ h₅ h₆ h₇ h₈ h₉ h₁₀ h₁₁ h₁₂ h₁₃ h₁₄ h₁₅ h₁₆ h₁₇ h₁₈ h₁₉ h₂₀ h₂₁ h₂₂ h₂₃ h₂₄ h₂₅ h₂₆ h₂₇ h₂₈ h₂₉ h₃₀ h₃₁ h₃₂ h₃₃ h₃₄ h₃₅ h₃₆ h₃₇ h₃₈ h₃₉ h₄₀ h₄₁ h₄₂ h₄₃ h₄₄ h₄₅ h₄₆ h₄₇ h₄₈ h₄₉ h₅₀ h₅₁ h₅₂ h₅₃ h₅₄ h₅₅ h₅₆ h₅₇ h₅₈ h₅₉ h₆₀ h₆₁ h₆₂ h₆₃ h₆₄ h₆₅ h₆₆ h₆₇ h₆₈ h₆₉ h₇₀ h₇₁ h₇₂ h₇₃ h₇₄ h₇₅ h₇₆ h₇₇ h₇₈ h₇₉ h₈₀ h₈₁ h₈₂ h₈₃ h₈₄ h₈₅ h₈₆ h₈₇ h₈₈ h₈₉ h₉₀ h₉₁ h₉₂ h₉₃ h₉₄ h₉₅ h₉₆ h₉₇ h₉₈ h₉₉ h₁₀₀</i>
membership <i>m₁ or m₂</i>	revolutionary-ize-ized-izing <i>h₁</i>
mortgagee-or	speaking <i>h₁</i>
neglected-ing <i>h₁ h₂ h₃</i>	specialist-ty-ize <i>h₁ h₂ h₃ h₄ h₅ h₆ h₇ h₈ h₉ h₁₀ h₁₁ h₁₂ h₁₃ h₁₄ h₁₅ h₁₆ h₁₇ h₁₈ h₁₉ h₂₀ h₂₁ h₂₂ h₂₃ h₂₄ h₂₅ h₂₆ h₂₇ h₂₈ h₂₉ h₃₀ h₃₁ h₃₂ h₃₃ h₃₄ h₃₅ h₃₆ h₃₇ h₃₈ h₃₉ h₄₀ h₄₁ h₄₂ h₄₃ h₄₄ h₄₅ h₄₆ h₄₇ h₄₈ h₄₉ h₅₀ h₅₁ h₅₂ h₅₃ h₅₄ h₅₅ h₅₆ h₅₇ h₅₈ h₅₉ h₆₀ h₆₁ h₆₂ h₆₃ h₆₄ h₆₅ h₆₆ h₆₇ h₆₈ h₆₉ h₇₀ h₇₁ h₇₂ h₇₃ h₇₄ h₇₅ h₇₆ h₇₇ h₇₈ h₇₉ h₈₀ h₈₁ h₈₂ h₈₃ h₈₄ h₈₅ h₈₆ h₈₇ h₈₈ h₈₉ h₉₀ h₉₁ h₉₂ h₉₃ h₉₄ h₉₅ h₉₆ h₉₇ h₉₈ h₉₉ h₁₀₀</i>
negligently <i>h₁</i>	
objector-ive <i>h₁ h₂ h₃ h₄ h₅ h₆ h₇ h₈ h₉ h₁₀ h₁₁ h₁₂ h₁₃ h₁₄ h₁₅ h₁₆ h₁₇ h₁₈ h₁₉ h₂₀ h₂₁ h₂₂ h₂₃ h₂₄ h₂₅ h₂₆ h₂₇ h₂₈ h₂₉ h₃₀ h₃₁ h₃₂ h₃₃ h₃₄ h₃₅ h₃₆ h₃₇ h₃₈ h₃₉ h₄₀ h₄₁ h₄₂ h₄₃ h₄₄ h₄₅ h₄₆ h₄₇ h₄₈ h₄₉ h₅₀ h₅₁ h₅₂ h₅₃ h₅₄ h₅₅ h₅₆ h₅₇ h₅₈ h₅₉ h₆₀ h₆₁ h₆₂ h₆₃ h₆₄ h₆₅ h₆₆ h₆₇ h₆₈ h₆₉ h₇₀ h₇₁ h₇₂ h₇₃ h₇₄ h₇₅ h₇₆ h₇₇ h₇₈ h₇₉ h₈₀ h₈₁ h₈₂ h₈₃ h₈₄ h₈₅ h₈₆ h₈₇ h₈₈ h₈₉ h₉₀ h₉₁ h₉₂ h₉₃ h₉₄ h₉₅ h₉₆ h₉₇ h₉₈ h₉₉ h₁₀₀</i>	

WORDS SPECIALLY DISTINGUISHED.

137 The following words should be distinguished in the manner shown when written in the unvoweled style :-

absolute, obsolete.....	bl bl	formally, formerly.....	fr fr
accession, accusation.....	a a	forward, froward.....	fw fw
amiable, humble.....	tr sm	funeral, funereal.....	fn fn
anybody, nobody.....	or n or n	garden, guardian.....	grn grn
birth, breath.....	br br	gentleman, giant.....	tl l
{ collision, collusion,		gentlemen, agent.....	tl l
{ coalition.....	cl	{ gentlemanly, gentle, tl	tl
.....	cl cl	{ genteel.....	tl
corporal, corporeal.....	cr pr	God, guide.....	g g
caused, cost.....	c pr	hold, held.....	h h
{ damnation, dimension,		immigrate, emigrate.....	mq mq
{ domination.....	do	impatient, impassionate.....	m mp
.....	do dr	indication, induction.....	d d
decease, disease.....	ds db	ingenious, ingenuous.....	zn zn
deceased, diseased.....	dis dr	innovation, invasion.....	v v
depression, depreciation.....	dp dp	interested, understood.....	u u
emigrate, immigrate.....	mq mq	less, else.....	b b
endless, needless.....	eb eb	mission, machine.....	m or m or
extension, extenuation.....	x xn	month, minute.....	m m
fierce, furious.....	fr fr	Mrs., Misses, Miss.....	o o o
find, found.....	fr		

nobody, anybody.....
 obsolete, absolute.....
 partner, part-owner.....
 patient, passionate.....
 pattern, patron.....
 permanent, pre-eminent.....
 poor, pure.....
 prefer, proffer.....
 probation, prohibition.....
 production, predication.....
 promise, premise.....
 property, propriety.....
 proportion, preparation.....
 prosecution, persecution.....
 proscribe, prescribe.....
 Prussia, Persia.....

Prussian, Persian, Parisian.....
 purpose, propose.....
 purser, peruser.....
 repression, reparation.....
 resume, re-assume.....
 situation, station.....
 steady, staid.....
 support, separate, sport.....
 tartar, traitor, trader.....
 train, turn.....
 truth, true.....
 valuable, voluble.....
 valuation, violation.....
 valiant, violent.....
 woman, women.....

PHRASES

all there.....	as good as.....
always there.....	as great as.....
as the, as to.....	as soon as.....
as to a.....	{ as soon as there- their-they are.....
as to the.....	as long as.....
as it is.....	{ as long as the- it.....
as is, as has.....	{ as long as there- their-they are.....
{ as there-their has there-their.....	as well as.....
{ as there is, as their has.....	at all.....
{ any other, in there-their.....	at the.....
no other.....	at all events.....
another time.....	at all times.....
no other time.....	at another.....
any other time.....	at another time.....
are all.....	at the same time.....
are not.....	at some time.....
as a matter of fact.....	at that.....
as early as.....	at that time.....
as far as.....	at the time.....
as far as the.....	at their.....
	≠ * 1/2 length t f

Baptist Church.....	b _c	can there be.....	c _f or c _r
bear in mind.....	b _r , b _r or b _r	can this.....	c ₆
{ because there-.....	B	can we.....	c
{ their-they are.....		can you.....	c _u
{ became of.....	B	cause of action.....	c _a
{ become of.....	B	Catholic Church.....	c _e
been there.....	b or b	day after day.....	d _u
began there-their.....	g	day or two.....	d ₂
begun there-their.....	g	day time.....	d _h
begin there-their.....	g	days afterward.....	d _h
{ best of my recol-.....	b _r or b _r	dear sir.....	d _s or d _r
{ lection.....		defendant's counsel.....	d _h
{ best of your re-.....	b _r or b _r	did you.....	d _h
{ collection.....		did you remember.....	d _h
{ best of his recol-.....	b _r or b _r	did not.....	d _i
{ lection.....		did you recollect.....	d _h
{ best of their recol-.....	b _r or b _r	did you know.....	d _u
{ lection.....		do you.....	d _h
{ best of our recol-.....	b _r or b _r	do you remember.....	d _h
{ lection.....		do not.....	d _i
better than.....	b _r or b	do you recollect.....	d _h
bill of exchange.....	b _x		
bill of particulars.....	b _i		
by and by.....	b _i		
by the by.....	b _i		
can be.....	c _f or c _r		
can have.....	c		
can they.....	c		

do you know *du*
 does not *dn*
 each other *eo*
 Eastern States *es or eb*
 every one *ev*
 extra session *ex or xs*
 faster than *ft*
 fellow citizens *ff*
 first time *ft*
 for ever and ever *fev*
 for the sake of *fs*
 good deal *gd*
 great deal *gd*
 greater or less *gl or lb*
 had been *db or ds*
 had there been *db or ds*
 had therefore *df*
 had we *dw*
 had you *dy*
 had not *dn*
 half an hour *hr*

has it-the *o*
 has it not *on*
 has there not *on*
 has that *e*
 has this *e*
 have we *we or s*
 have you *u*
 have all *n*
 have a *l*
 have the *l*
 how will *r*
 how are *n*
 how are we *n*
 how are you *n*
 he will *r*
 he will have *h*
 who will *r*
 who will have *h*
 I am *am*
 I can *c*
 I can be *ce or c*

I decline..... *dis or sh*
 I find..... *f*
 I found..... *f*
 I have..... *h*
 I have a..... *a*
 I have the..... *th*
 I have another..... *u*
 I have not..... *u*
 I have no..... *u*
 I have known..... *h*
 I have no other..... *u*
 I have found..... *f*
 I may..... *u*
 I may have..... *u*
 I may have been..... *u*
 I might..... *u*
 I might not..... *u*
 I must..... *u*
 I must be..... *u or u*
 I must not..... *u*
 I shall not..... *u*

I shall be..... *u or u*
 I shall not be..... *u or u*
 I shall have..... *u*
 I suppose..... *u*
 I suppose it is..... *u*
 I suppose their is..... *u*
 { I suppose there-
 { their-they are..... *u*
 I want..... *u or u*
 I won't..... *u*
 I went..... *u*
 I would..... *u or u*
 I would not..... *u or u*
 I was..... *u or u*
 I was not..... *u or u*
 I will..... *u*
 I will not..... *u*
 I will be..... *u or u*
 if there be..... *u or u*
 if therefore..... *u*
 in any case..... *u*
 in consideration..... *u*

in other words.....
 in point of fact.....
 in reference.....
 in regard.....
 in relation.....
 in the world.....
 in your opinion.....
 instead of
 in its.....
 is as, is his
 is it, is the, is to.....
 is its
 is it the.....
 is it as
 is it as the.....
 is there.....
 is therefore.....
 it has been
 it has not been.....
 it is therefore.....
 it will.....

it will be.....
 it will not.....
 it would.....
 it would be.....
 it would not.....
 just as.....
 just as much.....
 know of
 larger than.....
 long time
 longer than.....
 long after.....
 may have.....
 may have been.....
 may have been there.....
 mean to be understood.....
 Methodist Church.....
 Methodist Episcopal Church.....
 more and more.....
 more than.....
 most likely.....

most of the time.....	<i>P</i>	on the contrary.....	<i>h</i> or <i>v</i>
Mr. Chairman.....	<i>c</i>	on the other.....	<i>7</i>
Mr. President.....	<i>sp</i>	on the other hand.....	<i>7</i>
must be.....	<i>P</i> or <i>R</i>	on this.....	<i>6</i>
must have.....	<i>a</i>	other than.....	<i>C</i>
must have been.....	<i>P</i> or <i>S</i>	other than that.....	<i>C</i>
must have been there.....	<i>P</i> or <i>S</i>	ought to have.....	<i>l</i>
must not.....	<i>a</i>	ought to have been.....	<i>h</i> or <i>h'</i>
My dear sir.....	<i>nds</i> or <i>ndr</i>	ought to have been there.....	<i>h</i> or <i>h'</i>
my own opinion.....	<i>h</i>	ought we.....	<i>h</i>
New York City.....	<i>ny</i>	out of town.....	<i>h</i>
New York State.....	<i>ny</i>	part of.....	<i>h</i>
night time.....	<i>h</i>	part of their.....	<i>h</i>
no sir.....	<i>no</i> or <i>e</i>	per annum.....	<i>h</i>
not to my knowledge.....	<i>h</i>	per cent.....	<i>h</i>
notwithstanding the fact.....	<i>h</i>	plaintiff's counsel.....	<i>h</i>
of a.....	<i>h</i>	point of view.....	<i>h</i>
of the.....	<i>h</i>	point of fact.....	<i>h</i>
of his.....	<i>h</i>	prima facie.....	<i>h</i>
of that.....	<i>h</i>	Protestant Church.....	<i>h</i>
on or before.....	<i>h</i> or <i>h</i> or <i>h</i>	pro rata.....	<i>h</i> or <i>h</i>

promissory note *now or now*
 rather than *no or no*
 real estate *up or up*
 said and done *of or of*
 seems to be *or*
 set forth *by or by*
 shall have *S*
 shall not *S*
 shall not be *S or S*
 short time *S*
 shorter than *S*
 should have *S*
 should not *S*
 should not be *or*
 { since there *S*
 { their they are *or*
 { since there is *or*
 { since there has *or*
 so to speak *if*
 some one *no or no*
 some way-same way *no or no*
 state of facts *by*
 thank you *by*

that have *6*
 that have been *6*
 that is *6*
 that is not *6*
 { that there-their- *(*
 { they are *(*
 { that it, *(*
 { that the *(*
 that was *S or S*
 that will *6*
 the other *(*
 this has, this is *6*
 this time *6*
 those circumstances *6*
 to have *6*
 to my recollection *or*
 to their *6*
 too much *6*
 to the *6*
 under the circumstances *6*
 under those circumstances *6*
 unless it is *or*
 unless there is *or*

unless they are. (en) or c

was there. 3 or)

we are. w or c

we find. f

we found. f

we have. h

we all. s

we think. t

we will. w or c

we would. s

what you. s

when we. e

{ when would, or
{ when you. c

without you. c

would we. s

From and to may be omitted in phrases like the following:

from time to time. lm lm or L from day to day. dada or d d

from week to week. (w) (w)

Or between numbers is indicated by elevating the second:-

eight or nine. 8⁹

To between numbers, by dropping the second:-

nineteen or twenty. 19
20

would you. s

week after. w f s

were all. w or v

years of age. y

years old. y f

yes or no. y en or y

yes sir. y

you all. y

you have. y

you knew. w

you had. u, u or y

you should not. y

you will. u or s


you would. n

Dear sir, My dear sir, dear sirs, dear madam, gentlemen, &c., beginning a letter or other communication, may be denoted by the initials only, *ds, mds, ds,* with *s* circle.

(*ds*) for the plural, *dm, g,* &c.; and the phrases *yours, yours truly, yours very truly, very respectfully, faithfully yours, &c.,* by the initials *y, yt, yvt, vr, fy,* &c.

A large circle or ring may represent a long word or a phrase or clause repeated. as in the following examples, in which the clauses in italics are repeated where the circle occurs:

Hath not thy rose a canker.

 *thorn?*

Many a man succeeds by avoiding obstacles and

surmounting them.

DETACHED VOWELS.

138. The briefest method known of writing vowels is that so widely used in the standard systems of shorthand and designated the *detached method*, whereby dots, dashes and small angles, disjoined from the consonant outlines, take the place of the longhand vowel letters. Another advantage of this method is that the consonant outlines always have the same form whether the vowel signs are inserted or not.

There is no practical reason why these detached signs should not be written to the longhand consonants in the same way as they are written to the shorthand stems. The dots, dashes and angles occupy but a point of space, and the short letters of the script longhand afford the same dimensions for placing the signs alongside them, in the three positions to be illustrated hereafter, as do the half length stems of shorthand, while the long script letters have dimensions equalling or exceeding those of the full length shorthand stems. A slightly open spacing of letters will be found to provide amply for the most extreme cases, such as will arise now and then between letters written in apposition.

Were it necessary in the use of the detached vowel signs to adopt them all at once, some little time and practise would be required before any of the advantages they offer could be enjoyed. But, as has been already emphasized, and cannot be too often repeated, these detached signs, like any of the other breves whose general use would be confusing to beginners, will be, even to beginners, so convenient "in spots" that the temptation to use them occasionally will be irresistible. By learning to use them in this way for occasional words, they

will soon become as familiar as the letter equivalents themselves; and as the writer becomes more accustomed to the unvowelled outlines, it will be necessary to insert the vowels only very sparingly.

139. As will be seen by reference to the table of vowel signs at *143, which the reader should here consult, six are written with dots, (three of the dots being heavy and three light,) six are written with dashes, (three at a right angle to the consonants, and three parallel to them,) and four, (the diphthongs,) are written with angles.

140. The heavy dots and the right-angle dashes represent the long vowels; the light dots and the parallel dashes represent the short vowels; while the four angles, as just stated, represent the diphthongs.

141. Each dot and each dash represents a different vowel sound according as it is placed beside the *top*, the *middle* or the *bottom* of a consonant, and these places are called respectively *first*, *second* and *third* place.

142. The diphthong angles are written, three of them at the top, and one at the bottom, of letters; that is, they are so assigned theoretically for the purpose of classification as first and third place signs, but in practice the diphthongs are legible in any position by reason of the difference in their angles.

143. The following table gives the vowel signs written to stem *t*, to show the three positions, the sound assigned to each being explained in each case by the equivalent longhand connective vowel letter, whose use will have become familiarized in the word lists throughout the Manual.*

144. As in ordinary usage it is never necessary to distinguish between the *a* in *alms* and the *a* in *am*, or between the long and the short sounds of *oo*, as pronounced respectively in *boot* and *hood*, the longhand *a* has, in the letter notation (§§13-21) been used for both

these sounds of *a*, and the dropped-*o* for both the sounds of *oo*.

145. The following table shows the vowels arranged in three groups corresponding to the three positions already described.*

146. Double vowels may be indicated by the double angle already introduced at ¶22, which may be given the *place* of the accented vowel occurring in such combination, or of the first vowel if neither be accented.*

147. When, however, such concurring vowels would not be readily suggested by the context, as in unfamiliar proper names and other words, the specific sign for each vowel should be written, that which is read nearest the consonant being placed nearest it, and the other slightly distant therefrom.*

148. Vowels occurring before vertical and slanting stems and before letters, are written before such stems and letters, i. e., to the left of them, as already shown.

149. Vowels occurring before horizontal stems are written above such stems; those occurring after are written below.*

150. The stem for *r*, being always written upward, its first place, or beginning position, is at the bottom of the stem.*

The same is true of stem *l*, when written upward.*

151. When occurring between two stems, or two letters, or a letter and a stem, the seven first place vowels are written to and after the consonant which precedes them (*a); the five third place vowels to and before the consonant which follows (*b); while of the four second place vowels, the two which have a long sound are written to the preceding consonant, and the two which have a short sound are written to the following consonant (*c).

152. The foregoing rule is chiefly of value in differentiating the light and heavy dot vowels, and may be disregarded when its observance would throw a sign into a crowded position.*

153. Vowels placed after letters or stems with initial hooks, are read after such hooks.*

154. Vowels placed after letters or stems with final modifications, are read before such modifications.*

155. Initial circles are the first thing read with the exception of the initial vowel tick.*

156. As a detached vowel cannot be written to the *s* or *ss* circle, letter *s* or *z* must be used in words in which it is the first consonant preceded by a vowel, and in which it is the last consonant, followed by a vowel. (See ¶¶71-73.)*

157. When a vowel occurs between a stem and its initial hook, or between the two consonants of a capital compound, it may be indicated in the following manner:

a. Dot vowels, by changing the dot to a circle.*

b. Dash vowels, by curving the dash.*

c. Diphthongs, by striking them thru stems; thru, over, under or within capital compounds.*

158. A vowel following an indicated intervening vowel is written after it.*

159. The dropped-*m* for *mb* takes intervening vowels in the same way as capital compounds.*

160. Double length stems and letters are vocalized as two independent characters, each having the same vowel places as when standing alone.*

1

a b c d e e f g h i / k l m n o p q r s t u v w x y z

5...c...chat, chaff. witch, mischief, Dutch &c.

c a l c a c a l o r c a i c a f o r c a f i w e m s c f d u c

6...h...damp, hamper, number, umbrella, timber, limber &c.

d a m h a m n u m o r n i m u m b r e l l a t i m b e r l i m b e r

7...h...sing, wing, hang, ringer &c.

s i n w i n h a n r i n g e r

8...S...ish,—mesh, cash, rush, shall, shallow, ferocious, mustache

m e s c a s r u s s a l s a l o f r o s s m s t a c h e

zhee,—measure, azure, casual, usual

m e a s u r e a z u r e c a s u a l u s u a l

9...(...ith,—think, thigh, thaw, lath, length, bath, wrath, thick

t h i n k o r t h i n k t i t h a w l a t h l e n g t h b a t h w r a t h t h i c k

dhee, tho, them, those, with, writhe, sithe

t h o t h e m t h o s e w i t h w r i t h e s i t h e

10...w...whence, which, whip, what, why

w h e n c e w h i c h w h i p w h a t w h y

11...x...expect, expel, expose, express, expend, expire, export

e x p e c t e x p e l e x p o s e e x p r e s s e x p e n d e x p i r e e x p o r t

12. c, soft,—since, whence, chance, choice, cancer

sins wens cans cois cans

g, soft,—large, merge, George, knowledge

larz or lɜz meɜ ʒɔʒ noʒ

allege, wedge, stage, geography

alz wɜʒ stɜʒ ʒeɒgrəfi or ʒɜrʒfi

kʷ, cqu, cho,—awkward, acquired, quire-choir, quarrel, quell

aɜrd aɜrd ɟɪr ɡarɪl ɡel

13. Long a,..a... Short a,..a...

at, ate-eight, bat, bate-bait, hat, hate, nay'-neigh

ɑ ɑ bɑ bɑ hɑ hɑ nɑ

14. Long e,...E... Short e,...e...

meet, met, reed-read (present tense,) red-read (past tense,) lead,

me me red red led

(verb,) led-lead (a metal) meed, meadow

led med medo

15. Long i,...i... Short i,...i...

high, height, hit, light, lit, spite, spit

hi hi hi li li spi spi

16. Long o, o or ɔ Short o, ɔ.....

hope, hop, mope, mop, choke, chock, own, on

hop hop mop mop cok cok on on

17. oo, long and short, ...o.....

oo, long,—boot, toot, fool, loop tooth, douche

boi toi fol loo loe doe

oo, short,—foot, root, roof, hood

foi roo rof hoo

18. aw,...a.... taught, law, thaw, aught-ought,

la la la a

naught-nought, broad, thought

na bread ta

19 oi,...o.... boil, roil, toy, joy, coin, oyster

boi roil to joy coin oisr

20 ow,...o.... how, now, out, towel,

ho no oi lol

21. Long u, ...u... duty, putty, beauty, but, cute, cut, new, few, pew

duly putty beauty but cute cut new few pew

21 c. on-own, add-aid, or-ore, set-seat, her-here

on on ad ad or or se se her her

22. diamond, idiom, fluid, union, deify, gayety, super-

dāmd idm flīd ūn'ŋ dēfi gāyety sūpēr-

fluus, expiate, loyal, filial, annual, renewal, ingenious, ingen-

pl's x' līl fīl'l ānēl rēnēl īngēn'is īn-

uous, fleur de lis, colosseum, odious, iodide, iodine

jēn's flōr dē līs kolosēum ōd'is iōdīd iōdīn

23. Ohio, Deyo, iota, trio

ohio dāo iōtā trīo

28. Initial short vowels—adieu, edify, enough, ago, again, attach,

ā dēfi nuf go gn lā

ado, appear, apple, appeal, apply, away, awash, officious,

ā dēf nēl pēl pēlī wā wāsh ōfīsh'us

assure-azure

sūr or sēr

Initial long vowels,—apiary, equal, ocean, obey, awful

āpīy ēl sn vā fūl ōr fūl

Before l, r and s,—allay, elbow, array, arrow, argue, earth, era

ālā ēlbō rā rō arguēz rā

assign, assess, assume

āsn sēs sūm

29. all, ale, isle, at, ate, eat, it

al al il a a e i

31. rift, tapped, wrapped, abate, into, wrote-

rufo ru fi; la ra va no or no ro

rote, rot, right-write, writ, riot, quit, quite, quiet, Hoyt, hoot, lout,

ro i ri ru r' q i q i q' ho i ho lo i

shoot, shot, shout, devote, exploit, afoot, taught-taut, beat-beet, rebate,

so i so i so i dvo i x lo i zo i la be rba

about, (w. s.) Harriet, lariat, laureate, height, hit, light, lit, lute, loot,

bo i har' har' har' hi hz li ly lo

sat, sate, sought, seat, set, suit, soot, sight, sit, cute, cut, wheat, whet,

sa sa sa se se sy so si sy cy cu we we

wet, cheat, sheet, thought, linked, dished, mashed,

we ce se l ly ds ms

reached, await, acquit, defeat, deceit, repeat.

re wa q dfe dse rpe

32. bead, fade, fad, feed, fed, aged, kid, laud, laid, lad, lead, (present,

be or be, fa fa fe fe a k l la la la le

tense) led-lead (a metal) lied, lid, Lloyd, loud, aloud-allowed, clod,

le li ls lo lo lo clo

hood, mud, mewed, void, avowed, guide, ride, rid, chewed, exude,
h mu m, v v gi ri r, c, x

exhumed, imbued, renewed, reviewed, allude, issued, thawed, wretched,
xum m, r, w, h, s, g, re

reached, period, acquired, awkward, explode, hauged, measured,
re per qir qar xlo han m

wreathed, charged, aid, add, awed, eyed, owed-ode, odd, rode-road, rod,
re of a a a i o o ro ro

showed, shod, sheathed, applied, appealed, appeared. od,
so so se pli pel per oo

qd, vd, wd.

q v w

33. bent, count, cannot, can't, do not, don't, dent, sent-scent-cent,
be co ca ca d, do de se or s

resent-recent, faint-feint, fount, gaunt, haunt, hunt, hint, jaunt, taunt,
re fa fo ga ha hu hu ja la

daunt, gent, agent, teut, lent, acquaint, rent, appoint, shan't,
d je gor le le ga re no sa

shant, extent, event, went, won't wont, want, aunt, ain't, anoint,
su x v we wo wo wa a a no

amount, fluent, affluent, latent, patent, aeronaut.

mō flu flu la pa ro or ro

34. band, bend, end, bound, abound, found, phoned, feigned, fiend,

ba or ba be or bo bö fö fo fa fe

offend, fined, coined, dunned, ruined, mind-mined, joined, lined,

fe fi co du ru mi fo li

aligned, defend, depend, around, rained-reigned, arraigned, signed,

li d d rō ra ra si

assigned, send, tend, attend, attained, tuned, attuned, chained,

si se or seort seort la lu lu ca

explained, expound, extend, expend, impound.

xla xō x x mō

35. batted, bated, debated, abated, rebated, abetted, booted, dated,

ba ba dba ba rba be bo da

redated, dotted, doted, doubted, audited, edited, indebted, un-

rda do dō dō ad ad or g dī or d nde

dated, belated, related, lighted, alighted, delighted, mated, noted,

nda bla rla li li dli ma no

cheated, sheeted, expiated, whetted, wetted, awaited, deputed, reputed,

ce se x we we wa d ru ru

fetid, heated, aerated.

fe he "ra or ra

36. aided, added, lauded, headed, heeded, derided, loaded, plodded,

a a la he he dri lo plo

hooded, crowded, avoided, chided, shaded, deluded, alluded-eluded,

h cro vo ci sa deu hu

paraded exploded, expounded,

pra xlo xon

37. dement, adamant, ailment, element, aliment, lament, foment,

ch ch h len lu la fo

ferment, augment, segment, regiment, tegument, ligament, vehement,

fer aq seq r leg lig vhe

attachment, detachment, denouement, payment, pavement, raiment,

lae dlae dno pa pav ra

abatement, cement, acquirement, assignment, alignment, linea-

ba se or s qir sim lin lum

ment, lineament, tenement, rudiment, filament, basement, case-

lin len or lm rod or r pul bas cas

ment, implement, amount, meant.

mh h n

38. demand, diamond, Edmund, Hammond, remained-remand-remind,

d dⁿ d ha r

ermined, examined, summoned, omened, determined, Richmond,

r x a o r x su o o r a d b r r

illumined, amend, mend. mended, amended, remanded-reminded.

h r r r r r

39. notify, indolent. indulgent, index, intoxicated, in-

fi ch o r h f x x c a

toxicant, anterior-interior, independent, appointment, intemperate,

x c u e r r j u n o m r

integument, amendment, resentment, relentment,

q n r r h

attendant, intend, intent, need - not, impediment, pedi-

f u u u m h

ment, demented, warranted, would not, wouldn't, could not,

d w a r n w w s

couldn't, apartment, department, mental, endear, endure, endow,

s r r d l e r u i

endue-undue, endowment, enduement, into, undo, end-over-end.

u o u o o o v e

40. duty, pity, impunity. utility, namely, humility, hum-

dy. *py. my. or mu. ul. or u. naml. umf. umd.*

idity, mentally, lazy, fussy, pussy, hurry, holy-wholly,
or umf. *l. la. fus. pus. or pos. hur. hol.*

Georgie, Freddie, enemy, tally, antipathy, intimately.

gorg. fred. or fre. nm. tal. n. m.

41 ready, heady, needy, tidy, plenty, ante-anti-aunty, county, shanty,

re. he. ne. li. pl. n. or - co. sa.

bounty, warranty, infinity, trinity, handy, bandy, Monday, Sunday,

bo. war. nfu. bu. ha. ba. mo. or. su.

Lundy, windy, elementary, supplementary, rudimentary.

lu. wr. br. super. rud. or ru. a.

72 (a) *a b c d e f g h i k l m n o p q*

r s t u v w x y z 42 (b) *l l l*

passion, nation, caution, session, Grecian, position, possession, Persian,

pa. na. ca. se. gre. pos. pose. per.

Prussian, Parisian, lotion, ocean, lesion, exemption, examin-

pru. pari. lo. so. a. le. x. m. xam. na.

ation, cushion, fusion, eruption, litigation, addition, edition,

or xmn. co. fu. su. l. ga. or. ga. di. edi.

expiation, appreciation, unction, function, junction, extinc-

x⁴ p^{re}₅₄ un or n fun jun x¹⁴

tion, depression. depreciation, section, oration, adhesion, (h omitted)

dp^{re} dp^{re}₅₄ sec ora de

equation, reputation, repetition, derision, explosion, expression, ambition,

qa rpy rpy du x¹⁰ x^{re} m

indignation, intimation, creation, politician.

gna ma cr⁴ no⁴

43. a b c d e f g o r g h i k l m n
o p r q r s s j u v w x y z

bother, better, butter, mutter-mother, debtor, editor, father, daughter,

bo⁴ be⁴ bu⁴ mu⁴ de⁴ d⁴ fa⁴ da⁴

auditor, doubter, radiator, shutter, eater-ether-either, neater-

ad⁴ do⁴ rad⁴ su⁴ e⁴ ne⁴

neither, waiter, water, weather, whether, shelter, feature, creature,

wa⁴ wa⁴ we⁴ we⁴ sh⁴ fe⁴ cre⁴

future, fighter, tighter, titter, tutor, halter, healthier, falter, retire.

fu⁴ fi⁴ li⁴ lu⁴ lu⁴ ha⁴ he⁴ fa⁴ re⁴

44. ith,...(....;ilthtr,...(..... theater-thither,...(....

In phrases—that there—that their—that they are,....., the other,...(....

(distinguished by position.) (p)

45. radiation, amendment, fermentation, radiator, gladiator.

ra₂ a pr₂ ra₂ gla₂

46. passionate, apportionate, impassionate, impassioned, cautioned,

pa₂ por₂ ma₂ ma₂ or ma₂ ca₂

cushioned, notioned, apportioned, illiterate bothered, bet-

co₂ no₂ por₂ li₂ or li₂ bo₂ or bo₂

tered, buttered, muttered, determined, detriment-determinate, deterrent,

be₂ bu₂ mu₂ d₂ d₂ d₂

petitioner, missionary, visionary, revolutionary, (w. s.) bat-

pe₂ mi₂ vi₂ re₂ va₂

tery, hattery, mattery, loiterer, literary, literature, veterinary,

ha₂ ma₂ lo₂ li₂ li₂ ve₂ne₂

rational,

rationally,

national.

ra₂ ra₂ na₂

47. combatted, concussion, condemn, condemned, condiment, con-

ba₂ cu₂ dm₂ dm₂ d₂ d₂

dition, conditioned, compare, compared, comparison, comuient, com-

or d₂ d₂ par₂ par₂ par₂ n

mented, command, commend, (*distinguished*) commanded, commended,

commit, committee, committed, commitment, compound, compounded,

contained, content, contend, contented, contended, combined, com-

pel, comply, compliment-complement, companion, converse, con-

version, conversation, consent, consign, commerce, commercially,

communion, communicated, confusion, commissary, commissariat,

commence, complaint, compliant, completed, cognomen, commute,

commutation, commuter, commutator, computed, competition, computa-

tion, competitor, commodious, conveyed, convoyed, confinement,

48. accompany, accompaniment, accomplish, accomplishment, ac-

complice. accommodate-ed-tion.

ĩls đạ đạ đạ

49. incompetent, decompose, decomposition, recommence, recompense,

nḥ ḍḥos ḍḥos ṛw ṛpns

excommunicate-ed-tion, recommend-ed-ation, reconnoiter, recumbent,

x̣uṇic̣q, x̣uṇic̣a, x̣uṇic̣q; ṛ, ṛ, ṛv; ṛo; ṛv

inconsistent, unaccompanied.

ṇṣp̣ ṇf̣ṃ

50. showing, saying, assaying, sowing-sewing, lending, writing, con-

ṣọ ṣạ ṣạ ṣọ ḷẹ ṛị

demning, viewing, reviewing, comparing, sighing, allowing, committing,

đṃ ṿụ ṛụụ ị̃aṛ ṣị ḷọ ı̣

containing, contending, contenting, competing, accompanying, accom-

ḷaṇ ḷẹ ḷẹ ị̃q̣ ị̃ṇ đạ

modating, accomplishing, tempting, attempting, teaching, approaching,

ị̃ḷṣ ḷeṃ ị̃eṃ ḷẹc̣ ị̃roc̣

ringing, nothing, whining, explaining, rushing, washing, lighting,

uṇ ṇọ ụṇ x̣laṇ ṛụṣ waṣ ḷị

heating, meeting, seating, sheeting, reading, bedding, heading,

ḥq̣ ṃq̣ ṣq̣ ṣq̣ ṛq̣ ḅq̣ ḥq̣

heeding, guiding, acquainting, haunting, appointing, assenting,

hē gi ga ha ho s.

consenting, sending, ascending, resenting, reascending, extending,

s. r. s. rs. r̄s. x.

expending, ending, noting, intending, indulging, indexing, intoxic-

x. c. no! r. f. x. xca.

icating, fomenting, fermenting, lamenting, amounting, amending,

fo. fr. la. a. or n. ?

commenting, commending, commanding, (*distinguished*), recommending,

m. i. n. re.

ing, demanding, remanding-reminding, notifying, motioning, fashioning,

d. h. zi mo fa.

apportioning, bettering, lettering, watering, faltering, flattering,

po. be. le. wa. fal. fla.

commandering.

ā.

51. writings, doings, leavings, holdings, leadings, shavings, savings,

ri d. lev. ho! hē sav sav

maunderings, meanderings, wanderings, squanderings, quarterings,

man. m̄n. wan. sgan. q̄r.

meetings, hollowings, hellowings, blowings.

mɛ̃ holo helo blo

52. writing-a, seeing-a, doing-a, handing-a, hanging-a, eyeing-a,

ri se do ha han i

knowing-a, sending-a, sewing-a, showing-a, noting-a, commenting-a,

no ɹ so so no ɹ

commending-a, recommending-a, condemning-a, composing-a, com-

ɹ ɹ ɹ ɹ

pounding-a, accompanying-a, demanding-a, indexing-a, motioning-a,

no ɹ ɹ ɹ ɹ mo

apportioning-a, watering-a, battering-a, fermenting-a, complimenting-a,

no ɹ wa ba ɹ ɹ

chewing-a, hiding-a, computing-a, meeting-a.

cu hi ɹ mɛ̃

53. awaiting-the, recommending-the, committing-the, accommodating-

wa ɹ I ɹ

the, complimenting-the, awarding-the, hunting-the, sending-the,

ɹ wa ɹ ɹ

scenting-the, reapportioning-the, cushioning-the, motioning-the, bet-

ɹ ɹ ɹ mo

tering-the, lathering-the, hearing-the, telling-the, tapping-the, help-

be_h, la_h, he_h le_h la_h

ing-the, (h omitted) owing-the, aweing-the, eyeing-the, viewing-the,

h_h o_h a_h i_h v_h

guarding-the, coaxing-the, attaching-the, intending-the, commending-

ga_h co_h ta_h u_h i_h

the, demanding-the, complimenting-the, ringing-the.

d_h ph_h ru_h

54. I-know, I-see, I-say, I-saw. I-show, I-meant, I-ain't, I-cannot,

no_h se_h sa_h sa_h so_h h_h n_h ca_h

I-can't, I-caught, I-pay, I-waited. I-awaited, I-went, I-won't, I-want,

ca_h ca_h pa_h wa_h wa_h we_h wo_h wa_h

I-hope, (w. s.) I-intend, I-amend, I-do, (w. s.) eyed-I'd, I-would (w. s.)

hop_h n_h 's_h do_h dor_h w_h

I-could, (w. s.) I-wouldn't, I-couldn't, I-should (w. s.) I-shouldn't, I-

h_h w_h s_h s_h s_h

shall, (w. s.) I-shall-not, I-will, (p) I will-not, I-guess, I-guess-not,

sh_h sh_h w_h w_h ges_h ges_h

I-admire, I-wish, I-note, I-express, I-implore, I-attach, I-attempt,

dmir_h ws_h noi_h xres_h smlor_h ta_h tem_h

I-ignore, item, identically, identify, itinerant.

ignor Im del. dji Inr

and or an a the

and-a and-the

have of all

how he or him who or whom

have-a or an of-a or an all-a or an

how-a or an, he-a or an, him-a or an, who-a or an, whom-a or an

have-the, of-the, all-the, how-the, he-the, him-the, who-the, whom-the.

55-56. M. N.

57. emulation, immunity, immersion-emersion, emigration, immigration,

tion, (distinguished) amphitheater, amour, ammonia am-

(57. cont'd)

algam, amalgamation, mercy,

or nlg nlg rs.

anoint, annuity, annual, engagement, interior, indebt-

o y. il g or g per de

ed, inertia, inquiry, inquiring, undated; invasion innovation, invet-

g. qn. qir da or a; va or v; or ver

erate, undoubted, incomparable

do or o prbl

Mamie mammy, mum, mummy, roomy; honey, money, lunny,

a a u u r hu. u. h.

funny, Jennie, Fannie, tiny, tinny, tension, attention

fu. je. fa. li. h. le le or l

delineation, coronation, indignation, ignition, redemption, inflam-

dlz coro gna or g z rds fls

mation, commotion, reformation (w. s.)

o rfrs

dreamt, contempt, attempt, condemned, redeemed, attempting

dr. or dr. h h dr rd h

attempted

h

ammunition, emanation, mention-ed-ing; ing-a; ing-the,

en; nq nq or n; ~ ~ ~ ~ ~

enemy, name-d-ing, I-name, namely, enamel, anomaly,

~; ~ ~ ~ ~ ~

cranium, proscenium, animate, inanimate, moderate, immoderate

cr~ prose; ^{or} ~; ~ dr dr

58 ntr....., ntr....., thtr.....(

material, immaterial, maternal; alma mater, counter, pointer, gen-

~; ~; ~ ~ ~ ~ ~

der, painter, handier, barometer, thermometer, chronometer, gasonieter,

~ pa ha bro cr ~ crno gso

wander-wonder-ed-er-ing, pandering, hindering, pantry,

wo wo wo wo. pa. hi. pa.

sentry.

se. or s.

international, interpose, interposition; interpret-er-ed-ing-

na ^{or} ~ ~ ~ ~ ~

ation, interrupt-ed-tion, uninterrupted, undersigned,

~; ~ ~ ~; ~; ~

underneath, underpinning, underscore, interline-eation

~ or ~; ~ ~ ~; ~ ~ ~ or ~

59. a. new-knew, anew, renew, few, curfew, review, purview, hue, pew,

h or - i r f curf pur pur h h

lieu, adieu, &c.

l d

(b) now.....

60. Line 1. k capitals, A B C D E F G H I J K L M or m

N or n O P Q R S T U V W X Y Z

C^{*}(ch-k) m^{*}(mp-k) n^{*}(ng-k) x^{*}(xp-k)

Line 2. g capitals, A B C D E F G H I J K L M N

O P Q R or R S T U V W X Y Z or z

C^{*}(ch-g) m^{*}(mp-g) n^{*}(ng-g) x^{*}(xp-g)

cake, make, bake, back, meek, Mike, mock, muck-mug, leak,

ca ma ba ba m e md mo mu l

like, lick, Luke, luck, duke, duck, Jake, Jack, joke, jog, jocund, jug,

ld l l lu d du ja ja jo jo ju

ink, wink, cork, work, mark

in wn or wn cor wor or wr mar or mr

ache, ague, acute, acre, accurate, accuracy, acrimony,

a A a ar au or ar Ars. Armn. or Arn.

augment, augmented-ing-ation, augur-y, echo, occupy-pant,

A A A A A A E; Oup or Opi; Oh

(60, cont'd)

oak, ocire, Oakland, ugly, euchre

o o o o o u u u u u

shock, shake, shoak, shack, sheik, choke, chalk, cook, caulk,

s o s a s o s a s o s a s a

book

b o

scant, Scotch, sketch, skinned, skid, scowl, scheme,

s a o r s s o r s e s k i s c o l s e m o r s e n

skim, ask, rescue, milk

s i m o r s a s o r s r e s u o r s u m y m o r s

shirked, worked, marked, market, milked, rescued, basked,

s i r k o r s r w o r k m a r k o r m a r k m i l k r e s c u b a s k

basket, ached, backed, whacked, awakened, impact-ed ing-tion

b a s k e t b a c k e d w h a c k e d a w a k e n e d i m p a c t e d i n g t i o n

buggy, balky, risky, whisky

b u g g y b a l k y r i s k y w h i s k y

auction-ed-ing-eer, act-ed-ing-tion-or, enact-ed-ing-

a u c t i o n e d i n g e e r a c t e d i n g t i o n o r e n a c t e d i n g

ment, (/ omitted) inaction, interact-ing-tion

m e n t i n a c t i o n i n t e r a c t i n g t i o n

61. McKay, McDowel, McDonough, hammock, predict, pred-

Ma Mdol Mdno ham meg opz meg

icate, verdict, decoy, Decue, Dickey, decay-Dekay, edict, addict-ed-

veg so du d. da e z z

tion, educate-d-ing-tion-tional, product-tion, introduce-duction, induc-

t; z z z z z prod prod du s s

tion radical-ly, eradicate-d-ing-tion, dictionary, dictate-d-ing-tion-

raglor gl gl rag rag rag r; di dle or dt, dl dt dl

tor-torial, doctor; conduct-ed-ing-tion-or, magical, cigar-ette, Chicago,

du dlleil; d; d d d d d mgl or gl; ler lers cleo

boquet, amicable, comic-al-ally, intellect-ual, advocate-d-

lba or Ba Mbl or Mbl com come come. z z z dle or dt dv

ing-acy, allegory-ical elegant, elect-ed-ing, (l omitted)

dv dv. Lr. or Lr. Lrl Lr or Lr d d d

-tion-or-tioneer-ing, electric, (w. s.) lecture-d-er-ing, collect-

d d d d d l bucd l r or d r l d d d d co

ed-or-tion-ing, (w. s.) recollect, (w. s.) object, (w. s.) eject-ed-ing-

co co co co co r c l r j j j j j

ment (l omitted) injector, implicate-d-ing-tion, music-al, I-declare, I-

j njs or js m or m m m m m m m m m dle

decline, awake-ened-ed- ening, interlocutory, circum-
 clin wd or W W W wn or w. \overline{L}_2 or \overline{L}_2 curdy

location, evict- ed-ing-tion, eviction convocation,
 or nrd ε_V ε_V or V_V V_V V_V V_V or V_V V_V

invocation, reckoned, correct-ed-ing-tion- incorrect (w. s.) second
 nva or V \overline{r} col col col col neol or col \overline{I}

sacrament, equinoctial, technical-ly-nique, nician, record-ed-
 tran or \overline{r} \overline{q} \overline{m} \overline{m} \overline{m} \overline{m} or \overline{m} \overline{m} \overline{m} \overline{m}

ing-er (w. s.) rector-y, execute- d- ing-tion, tioner, executor-ship,
 \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} or \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r}

(C125) executrice. zigzag, expect-ed ant-ation- ing ~~(w s)~~ expectorate-d-
 \overline{X} \overline{b} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r} \overline{r}

ing-tion-ant, I-expect.

\overline{X}_P \overline{X}_2 \overline{X}_2 \overline{X}_1

62. fk..... \overline{f} faction, affection-ed-ate, factor y, manufacture-
 \overline{f} \overline{f} \overline{f} \overline{f} \overline{f} \overline{f} \overline{m} or \overline{f}

er-d-ing-tory (w s.) confectionery &c.
 \overline{f} \overline{f} \overline{f} \overline{f} \overline{f} \overline{f}

fk..... \overline{f} fact, affect-effect-ed-ing, affectation. defect, infected,
 \overline{f} \overline{f} \overline{f} \overline{f} \overline{f} \overline{d} \overline{n} or \overline{f}

titude or attitude (with u-tick and d-stroke) premium, maximum,

u *pre* *max*

(w. s.) minimum, (w. s.) Bostonian.

min *boston*

65. publish, public, publication, (w. s.) publican, pabulum,

pl *p* *p* *pn* *pulm* *ph*

baptize, baptism, baptist,

bis *bism* *bis*

(See shorter outlines for the last three words under the s-circle and st-loop later described).

66. a. sa...a., sd...d, sg...q., so...D., sq...q., se...s, si...i.

(b) sb, sc, sf, sh, sj, sk, sl, sm, sn, sp, sr, s-ish,

b *c* *f* *h* *j* *k* *l* *m* *n* *p* *r* *s*

st, sth, su, sv, sw, sx, sy, sz; sm, sn.

p *c* *a* *s* *w* *x* *y* *z* *o* *e*

67. a. b or c d e f g h i k l m n o or o' p

q *r* *s* *t* *u* *v* *w* *x* *y* *z* *o* *e*

68. A B C or D E F or G H I J K L M N

O *P* *Q* *R* *S* *T* *U* *V* *W* *X* *Y* *Z*

b or *c* *f* *h* *k* *l* *p* *c* *y*

o *e* *a* *s* *w* *x* *y* *z* *o* *e*

(70, cont'd)

shakes, ships, shapes, abase,

support, separate, (*distinguished*)

sh s_h or s_h s_h s_h ba

ph pr

superb

ph

feats, heads, counts, currents, aunt's-ants, surrounds, warrants,

ff hz co^o cu^o a^o or^o r^o w^o or w^o

amends, remands, expends, expands - expounds,

(see

a^o or b^o r^o

x^o

(133) commends, commands, (*distinguished*) consents, consigned,

c

'o

le

e

cements, summoned, ailments, acquirements, basements, rudiments,

o for a ab^o or b^o q^o r^o b^o r^o

implements, impediments, apartments, poisons, intense, intends,

m^o m^o r^o p^o n^o or u^o r^o

intents, endows, induce, enthuse, St. Paul, St. Thomas,

w o r^o n^o or r^o p^o l^o o^o or r^o

St. James

g^o or r^o

resentments, attendants, attendance

r^o

h^o

h^o

(70, cont'd)

duties, ditties

d_u d_u or d_u.

rations, editions, additions, (*distinguished*) notions, Russians,

ra ed or d ad or d na or o ru

fusions, eruptions, functions, explosions, ambitions, intimations

fu ru fu or fu x la m or m; ma m or o

tatters, gaiters, rafters, letters, waters, feeders, fetters, readers,

la ga ra fa le or la wa fe fe re

tutors, missionaries, visionaries, politicians

lu m or m v or v; no f

concussions, commutations, conditions, unconscious, recommends,

cu or c u la or u d n s or s a u

recommendations

ra u or a u

composing, ing-a, ing-the, facing, ing-a, ing-the, impose, im-

po or po po po pa pa pa mo

sition, posted, pasted, boosted, bedstead, rested, wasted, hoisted, rusted,

mo po pa lo be or be re or re; wa ho ru

pointers, painters, barometers, gasometers, gas meters

po pa bro go g

(70, cont'd)

ax, aches, accession, cakes, shucks, hoax, chokes, locks, looks,

ax; a ak ab sh ho co lo l

crocks, crooks, box, books, fox, quakes, quacks, huggies, tax-tacks,

cro cy bo by fo qb qa bb. la

attacks, vex -ing-ation, affix, affects-effects, disinfectants, detects,

la vE or V V 7 7 dz dz

relax -ing-ation, elections, lectures, electricity, records, (w. s.) an-

z z z d do dp rz m

biguous, impecunious, judges, kicks, eventuates, dictates, attitudes

B or m; m b k vq sb jo

(see ¶ 69) wasp, wisp, hasp, respect, inspect-ed-or-ing-tion,

wq wp hp rz; rz rz rz rz rz

introspection, descend, does not, doesn't, decent, possession, position,

rs d d d de no no

recession, physician, requisition, incision, deposition, inspire, intersperse,

re pe or pe rge or r; re or e d r or rir rre

understand, understood, (w. s.) indisposition, message, mistake,

u I ro or re m or r m or r

respiration, inspiration

ra or rir rir or rir

(70, concl'd)

cisions, musicians, characterization-s.

d. m. m. or a; r. or r., r.

71. fuss, fussy; race, racy; craze, crazy; days, daisy; jets, jetties.

fus. fus. ras. ras. cra. cra. da. das. je. je.

Betsy; spats, patties, Patsy &c.

bets. pa. pa. pats.

72. aspire-ation, asthma, especial-ly, (w. s.) eschew, as-

hir. fir. or fir. ma. or ma. hsl. hsl. cu

afetida, asphyxiate, assemble-d-ing-bly, assimilate, Es-

bed. bx^u or T^u anl. anl. anl. anl. mla. or mla.

quimo, astir, estop, astray, esteem-ed estimate-d (w. s.). associated-

qmo/mo; tr; top; tra; te. te. ; ma^{tr} h. ^{tr}

ing-tion, Essex, ascent, ascend, ascension, assume, assumption, as-

§^u §^u x e e n or e u or u m u or u

severate, assuage

vra. or v; w; or w

73. assign, assert, assort, assail

sin. ser. or sr. sor. or sr.; sal

74. as or has, is or his; has-not, hasn't, is-not, isn't, has-a, is-a

o o ; a ; a ; a

(74, concl'd)

how-is or has, he-is or has, whose or who-is or has, how-is-a, he-is-a

b

b

b

b

b

who-is-a, of his.

b

b

75. passes, paces, doses, pieces, excise, noises, noses,

has has do is xo no no

nuisances, abuses, abscess causes, losses, loses-looses, horses,

no no to so lo bo ho

appliances, sizes, seizes - ceases, phthisis, recess, taxes-taxis, accessory,

no no is e to is to or

axes-axis, boxes, mixes, resist, -recessed, resuscitate-d-ing-tioning the,

to lo my or to p p or p p p p p

incessant insist-encyst-ed, insisting, insistent, consist-ed ing-ent, neces-

no e no or p p p p p p p p

sity, necessitated, necessary, unnecessary, intercessor-y, suspicion,

p p no or di no or no no or no p p

suspect-ed-ing, suspend, suspire, suspense, suspension, success, Sus-

p p p p p p no or p no or p to x

sex, ancestor-try, possessed, system-atic-atize, systemic, amian-

no or p p p p p p p p p p p p p p

στ. 7η η' 10 στ. 11^ο

o x o o . p

no ne or no lo

.....

o o p p

ben bl b b l kulaflaohl; h

b lorb; b; l_u; l_y or b g h f g or 7

\bar{P}, \bar{P} or \bar{P} ; $\bar{L}, \bar{P}, \bar{L}, \dots, \bar{L}, \dots, \bar{L}^n, \bar{P}^n$ or \bar{P}^n same or over

m_1 or m_2 or ∞ ; m_1 with n_1, n_2 or ∞ m_2 ; n_1 or n_2

drug or drg; big or B; dig or d; 7 7 7 7 7

(79, concl'd).

ing, atheist, faintest, apprentice, funniest, interest, boxed, mixed,

ī qorē fae pre or pro pue B M

fixed, affixed, taxed, vexed, stomach -ic, stomach-

7 7 10 or 7 16 or 7 16 or 1 lum fm or m; mc; ma

ache.

80. a l p c d e f g h i j k l m n o p q r s t u v
b c d e f g h i j k l m n o p q r s t u v

laced, last, effaced, hasting, harrassed, robust, rest, nest, east,

la la fa ha ha rob re ne e

seized, feast-ing, fest, confessed, confused, refused, induced, toughest,

e fe fe fe fe fu ru w luf

gruffest, gruffiest, briefest, fist, iced, enticed, ballast, dullest, duellist,

gruf gruf bruf fi i id bal dub du

idealist-ized, loyalist, royalist-realist or royalist, realist (distinguished

dl dli l r r r

by position) realized, (distinguished by context) released, cruelest,

rlid or rlb reb or rlb crub

honest (h omitted) honestest, roasting, poised, opposed, posting, de-

no or e no or e ro po po or p po or p

(80, concl'd)

posit-ed-ing roosting, aroused, composed, reposed, worst, forced,
dph dph dph; rə rə rə or rə rph or rph; wə wə; fə
forest, reforest embarrassed, west, expostulate- d-ing,
fə rə mə or mə; wə or wə; xə lə xə or xə i xə i xə
tion, imposed, exposed, chased-chaste, coaxed, abolitionist, contor-
xə mə xə ə ə ə lə or lə lə
tionist.

81. testify, mystify, mystification &c,

fi mē or fi; mē mē or f

82. star-ry, store, story, steam. stem, stack, stake-steak

lar lar. lə lə. lə mē; lə lə; lə lə or f

83. buttressed, caricaturist, characterized, elocutionist,

bə or bə cə rə; cə rə or cə rə lə or lə

84. a. posts, detests, elocutionists, requests, bequests, atheists,

pə or pə f lə rə or rə lə or lə g or g

theists, interests, motorists,

g or g

b. contestant, protestant, testament

t or t prot t or t (94-81)

(84, concl'd)

c. contested, detested, attested, protested, adjusted, congested, read-

I d t prot I I z

justed, roasted, interested

ro e

85. as-it, is-it, as-it-is, is-it-as, as-its, is-its

o o o o o

86. t-str, a-str, b-str, &c. aster, easter, Esther, oyster, paster, pastor,

b @ t @ e @ e @ na na

fester, blister, foster, boaster, rooster, impostor-ture, expositor, ouster,

ff bla ff b r m or m x e or e t

cloister, visitor, sister, assister, muster-ing; Webster

clt v or v r or r p; m m or m; m or m; web w

lobster, Chester, roadster, drugstore, register-ing, ing-a, ing-the,

lob c red or red; drug or drg; rg or z, z z z

bolster-ing, ing-a, ing-the, maltster, baluster, team-

bol bol bol bol mal bal team team

ster,- honeste, (h omitted) banister, canister, monster,

or b n or n; bam or bas; cam or sas; mam m m or

minister, tapster, sequester, ing-a, ing-the, forester, harvester,

mn z lap q q q for har

(86, concl'd)

huckster-ing, yesterday.

h h yda y or y

87. as their or there, has their or there, as they are, is there

o o o

88. oysters, teamsters, hucksters, balusters, punsters, masters, ad-

o l m or l h u or h b a b p u n or p u n m a t

justers, posters, mixtures, fixtures, as there is, as there has is there as

j p m f o o

89. registered, fostered, mustered, blistered, festered, ministered, res-

z z or z f o m e b l e f e m e r

taurant, sequestered, sequestrate

r e s e q or e s

90. tapster, tapestry; visitor, vestry; forester, forestry; register,

l a p l a p v v f o r f o r z

registry; bluster, blustery,

z b l u s t e r b l u s t e r

91. blustering, mastering &c.

b l a s t e r m

92. l-hook, --bl. l. a. f., h/k/d/p/r/s/t/u/v/w/x/y/z

93. r hook, --br. b., fr. f. h/k/d/p/r/s/t/u/v/w/x/y/z

94. ml, nl, thl, ntl, ndl, mntl, mudl

ml nl thl ntl ndl mntl mudl

mr, nr, thr, ntr, ndr, mntr, mndr

mr nr thr ntr ndr mntr mndr

95. blunder, blunder, or blunder, not blunder

winter, winter, or winter, not winter

96. bl, blow, block, black, blubber, bloated, blotter, blasted, blast-

bl bl blow block black blubber bloated blotter blasted blast-

ing, able, enable, capable, (w. s.) readable, crucible, reducible,

ing, able, enable, capable, (w. s.) readable, crucible, reducible,

stumble -d-ing, assemble-d-ing-bly (w. s.)

stumble -d-ing, assemble-d-ing-bly (w. s.)

br, brow, brew, breathe, breath, brand-ed, browned, brewery,

br brow brew breathe breath brand-ed browned brewery,

break-ing, brooks, brutal, braid-ed, abrade-d, abrasion, broker, breaker,

break-ing, brooks, brutal, braid-ed, abrade-d, abrasion, broker, breaker,

brocade-d, barber, briber-y, raspberry, robbery, debris, cumber-

brocade-d, barber, briber-y, raspberry, robbery, debris, cumber-

some, brink,

some, brink,

(96, cont'd)

f, fly-ing, flight, flock, flake-y-ing, flagrant, florid, florist, Florida,

bi bi bi bo ba ba. ba ba- for for for.

fluid, float-ed-ing-ation, flowed, flood, flowery, Floyd, flaunt-ed-ing,

f₁ or f₁; f₀! f₀ f₀! f₀!; f₀ f₁ f₀. f₀; f₀ f₀ f₀.

floundering, flinders, fluffy, flew, influence, (w.s.) inflate-d-ing- tion,

fa' fu or fi; fu^{or} fi; η or η_n ; fa, fa, fa, fa

raffle, ruffle-ed, baffing, rifling a, awful, affluent-ence, confluent,

$\frac{r_a}{\theta} \frac{r_b}{\theta} \frac{r_c}{\theta} \frac{r_d}{\theta} \frac{r_e}{\theta} \frac{r_f}{\theta} \frac{r_g}{\theta} \frac{r_h}{\theta} \frac{r_i}{\theta} \frac{r_j}{\theta} \frac{r_k}{\theta} \frac{r_l}{\theta} \frac{r_m}{\theta} \frac{r_n}{\theta} \frac{r_o}{\theta} \frac{r_p}{\theta} \frac{r_q}{\theta} \frac{r_r}{\theta} \frac{r_s}{\theta} \frac{r_t}{\theta} \frac{r_u}{\theta} \frac{r_v}{\theta} \frac{r_w}{\theta} \frac{r_x}{\theta} \frac{r_y}{\theta} \frac{r_z}{\theta}$

firefly, philanthropy-ist-opic-opical.

$f_{i1}; f_{i2}, f_{i3}, \dots, f_{in}$ or f_1, f_2, \dots, f_n

fr, fry-ing, fright-ened, freight, afraid, affrighted, frag-ment-ary,

pi pi pi pa' pa pi pa pa

fruit, fruition, confer-red-ing, refer, referee, defer, reefer, offer-ed-ing,

$$z_n, \bar{z}_n \text{ or } z_n; \bar{z}, \bar{z}, \bar{z} \quad r_f \quad r_f e^{i\theta} r_f dz \quad r_f e^{i\theta} \bar{z} \bar{z}, \bar{z}.$$

proffer, prefer, rougher, safer

πορ σι ρη; ηερ σι ρη; ηιερ; αβ

hl, hr, helmet. help, helpmate (w.s) abhor-rent, adhere-

$\dots \dots x_0, x_1; y_1, y_2 \dots \dots u_0, u_1; v_1, v_2; d_n$

ent, hear here (w.s.)

g_n, h_n

(96. cont'd)

jl, jr, angel, (w. s.) cudgel, Virgil, fragile, wager, Rogers, con-

..... j or T cy or f v jg or jf w^{or} w; w^{or} or f

jure-er, adjourn-ment (n omitted) major, manager, danger

..... j l n z may my or T; many my or T; da

(n omitted) dangerous

or d j

ll, The l-hook is not necessary on letter l for ll. When this letter is preceded by the syllable al, il &c., the elongated initial vowel stroke is used, or the specific vowel. When a vowel occurs between two l's double-length l is used (See al '97)

illumine, loyalst, lumn, lⁿ

lr, ruler, tiller, miller, artillery, learn

..... r l l m l m l or l; j l l l n

ml, mildew, malform, mellifluous, military million, female,

..... d form f n or T n f n

formal, lachrymal, sawmill, gristmill,

form l n or n gr n

mr, marble, myrtle-mortal, immortal, martyr, Murphy, hum-

..... T T or T; T or T; f h n

mer, humor, rumor, tumor, hammer, tremors, remorse, trimmer, timer,

..... m r n h n b r n n n n

(96, cont'd)

nl. eternal, infernal, fraternal-ly, external, journal, internal,

ε or I n p σ f i b b x I c

maternal, matrimonial, funnel, tunnel, final, continual-ly, nocturnal,

u f u l u f i I I n

octagonal, hexagonal

O I x

nr, nerve-vous,

enervate-d-ing-tion.

un-

v v ; i v a i v a i v a ; v

nerve-d-ing, nourish, enrich, enrage, Norfolk, north, diner, dinner,

v v ; c s i c i q f r d i d r

pl, play, plaint, complaint, complained, complaisance, comply,

p a p a p a o r p̄ ; p̄ a o r p̄ ; p̄ a m p̄ a ; p̄ i

compliance-ant, apply, complete-d-ing-tion, complement-ary, deplete-

p̄ n o r p̄ i a o r p̄ i ; p̄ i o r p̄ i p̄ i p̄ i ; p̄ i p̄ i ; d p̄ i

d-ing-tion, plaque, plague, placard, placate, implicate,

o r d p̄ d p̄ d ; p̄ a ; p̄ A ; p̄ a d ; p̄ a a o r p̄ a ; p̄ c a o r m

plucked-plugged,

plum,

plump-er,

playmate,

p l l p l l p u m o r p u m p u m p u m o r p u m p i p a t

(96, cont'd)

ther, ter &c., except when occurring initially, as in the foregoing examples, is written with the ter hook, or lengthening principle, as already explained (§ 43, 58)

ul,ur, ulnar, ult ulterior; urticaria

unu or u; u; u or u; u or u

vl, velocity, valorous, value-d-ing-ation, volume-

vol. vo; vo; va, va, va or va; va or va

inous revel, reveal, convulsion, convulsed,

re; re or re; re or re; re or re; re or re

vr, very, every, ever (w.s.) virtual-ly, verse, version, vers-

v; v or v; v or v; v or v; v or v

fication, aversion-eversion,, convert-ed-ing-sion, converter, converts

or v v v v v v v v v v

reversion, converse-d-ing conversation

re re re re or re

wl, wellfare weld-willed, wilted, welded, wealth-y, commonwealth

w or w; w w w w w or w

wr, warfare, wharfage

w or w; w

xl, excel-led-ing-ent, exalted, exhalation, axle, expel-led-ing,

x x x x x x or x x or x; x x x

(97, concl'd)

climb, *clim*..., crumb, *crum*..., &c.

dl, delight, deluge, dilute, diluent

di dy d_y du or d_y

dr, dry, derision, during (w.s.) draw

di; d_y or d_i; d_i; d_y

el and er are more conveniently written with consonants l, r, and initial vowel stroke for the preceding e.

elephant, *el* ^{not} *el* else, *el* ^{not} *el*; error, *er* ^{not} *er*, erroneous *er*...

gl, glow, aglow, glorious, glare, epiglottis, gladiator

go go go_u gar ngob; gad_y or ga_y

gr, grate-great, gruel, grow, grew, agree gratify, gra-

ga or g; gul gl; go gu ge gfi or gi

cious, egregious, graduate d-ing- tion- tor

ga g_y ga_y or g_y g_y g_y g_y or g_y

il, ir. The same principle applies to these syllables as just described in relation to el, er

illusion *il* ^{not} *il*, irruption *ir* ^{not} *ir* ^{not} *ir*

sh-l, sh-r are written without the initial hooks, as these are not conveniently joined to ish. usual (w.s.) *ush* ^{not} *ush*...

98. ladle, muddle, riddle, readily, rudely, peddling, middlings,

lad or la my ny ry rd or r_y m_y or d

(101, concl'd)

pear; park, parquet; proud, power; prose, pores-pours, porous.

par para pō pōr pō — pōr pōr

102-104.

k Capitals.

l-hook, A B C D F G H K m n p q r
alk, blk, clk, &c

S T U V W Y Z

r-hook, A B C D F G H K m n p q r
ark, brk, crk, &c.

S T U V W Y Z

g Capitals.

l-hook, A B C D F G H K m n p r
alg, blg, clg, &c.

S T U V W Y Z

r-hook, A B C D F G H K m n p r
arg, brg, crg, &c.

S T U V W Y Z

Double-lengths.

G G d d f f g g / / k k p p r
blb-brb; dld, drd;

argue-ment, brocade, brigade, blockade, blackguard placard-ed-ing,

Au Au Ba Ba Ba Br Br Br Br

Pittsburg, Cobourg, Bridgeburg, flagrant, fragrant, refraction, re-

h B co B y B ftr ftr r

(102-104, concl'd)

flection, inflict-ed-ing-tion, deflection, afflict-ed-ing-ing the,

fz n^{or}z yz yz dz 7 7 7 7 7

conflagration, contract-ed-ing-tion-tural, detract, subtract, retract,

Fra I^{or}I I^{or}I I^{or}I I^{or}I dz bz rz

electric (w.s) hark-ed-ing-ened, milk-ed-ing. mark-ed-ing eting, de-

Lz H H, H, H, M M, M, M, M, M, M

mark-ation, Margaret, relic, reliquary, relict, direlict-tion, execu-

dM dM Mz; z^{or}z; rz. R dr dr Xz

trix, balcony, calico, calculate-d-ing-tion, calculus, sar-

or Xz Bn^{or}B. leo bla bla bla bla bl sm

casm, sarcastic, welcome, work-ed-ing-man-manship

or z dz w^{or}w; w w w w^{or}w w^{or}w

bulbous, dreadful, George, propose, purpose, proposition, per-

bu^{or}bo dz l; po^{or}po; p p p

haps, probable-bility (w s) propound-ed-ing, prepayment, proper,

h p h po^{or}p p, p, p; pa^{or}p p

prepare-ation, proportion, (w.s.) propagate, palpable, palpitation, pal-

pa^{or}p pa^{or}p; poe pa^{or}pa; p la^{or}p

pation, trituration, congregate-d-ing-ation, gregarious, Gregory, McGregor

pa^{or}p; wa^{or}w; q q q q; ga^{or}gr; gr. gr

105-107. f-v. hook *a^o a^o b c o r c d o r d e s o r e f q h i*
af-v, bf-v&c.

l k l m n o o p o r p q r r s s l u i t v w x y z *mf-v, nf-v, thf-v*

n-hook *a b c d e s f g h i j k l m n o o p*
an, bn&c.

q r r s s j u v w x y z *mn, nn, thn*

a a A A B B b b c c d d e e f f o f q q
akf-v, ak-n, agf-v, ag-n, bkf-v, bk-n&c.

H H o o g g k k l l m m n n o o p p

q q r r s s t t u u v v w w x x y y z z

af-v, pave, cave, chaff, calf, laughing, loving, loafing, stave,

ra ca ca ca la lo or lu lo la

stove, rake-off, take-off, shake-off

lo ra or lu la or z sa or s

an, pane-pain, cane, rain, ran, lawn, brawn, bran, brain, strain,

ra ca ra ra b va va va va

flagon, wagon, awaken-ing, taken, arraignment or

fa wa or w wa or w la or j ran

arraignment (n omitted,) attainment, tainted, shaken, man

ran la or lai lai sa or s ma m a or

bf-v, above, rebuff,

v rb

(105-107, cont'd)

gf-v, telegraph-ed-ing-er-ist, phonograph-er-ic, photograph-er-

lq lq or l q l q l q l q ; f o r q f o r q f o r q ; p l q p l q

ic-y, pyrograph, give-n-ing, (w.s.) graft-ed-ing

p l a g f l a g f ; p i r e q ; q q q q q q q

gn, again, regain, wagon

q n g w a g o r W

hf-v, behave, heavier, half, behalf, heaven, hack-off

h h h h h h h h a o r H

hn, Henry, harken-ing

h n h n o r H , H

if-v, hive live, (adjective)live, (verb) beehive, strive-n, wife

h i l i l i h i h i w o r q u i

in, line, mine, wine, whine, win, decline-ing, thine, thin

l i m i w i w i w i s l i s l i . o r l i o r l i

ju, judge-of ledge-of

j u j u

jn, region, religion (w s.)Trojan, virgin

j n o r j n l o j v

kf-v, kick-off

k k

(105-107, cont'd)

lf-v, wolf, self, (w.s.) slave, solve, shelf, shelved

upl el or d la or d or sh sh.

ln, *sullen,* *talon,* *gallon,* *Helen,* *melon* *mil-*

el, or el, lah, gal, keh, or kh, mel, or ml, ml⁷

lion, billion, trillion, cotillion, Lillian, violin-ist,

or u_1 or u_2 or u_3 or u_4 or u_5 or u_6 or u_7 or u_8 or u_9 or u_{10} or u_{11} or u_{12} or u_{13} or u_{14} or u_{15} or u_{16} or u_{17} or u_{18} or u_{19} or u_{20} or u_{21} or u_{22} or u_{23} or u_{24} or u_{25} or u_{26} or u_{27} or u_{28} or u_{29} or u_{30} or u_{31} or u_{32} or u_{33} or u_{34} or u_{35} or u_{36} or u_{37} or u_{38} or u_{39} or u_{40} or u_{41} or u_{42} or u_{43} or u_{44} or u_{45} or u_{46} or u_{47} or u_{48} or u_{49} or u_{50} or u_{51} or u_{52} or u_{53} or u_{54} or u_{55} or u_{56} or u_{57} or u_{58} or u_{59} or u_{60} or u_{61} or u_{62} or u_{63} or u_{64} or u_{65} or u_{66} or u_{67} or u_{68} or u_{69} or u_{70} or u_{71} or u_{72} or u_{73} or u_{74} or u_{75} or u_{76} or u_{77} or u_{78} or u_{79} or u_{80} or u_{81} or u_{82} or u_{83} or u_{84} or u_{85} or u_{86} or u_{87} or u_{88} or u_{89} or u_{90} or u_{91} or u_{92} or u_{93} or u_{94} or u_{95} or u_{96} or u_{97} or u_{98} or u_{99} or u_{100} or u_{101} or u_{102} or u_{103} or u_{104} or u_{105} or u_{106} or u_{107} or u_{108} or u_{109} or u_{110} or u_{111} or u_{112} or u_{113} or u_{114} or u_{115} or u_{116} or u_{117} or u_{118} or u_{119} or u_{120} or u_{121} or u_{122} or u_{123} or u_{124} or u_{125} or u_{126} or u_{127} or u_{128} or u_{129} or u_{130} or u_{131} or u_{132} or u_{133} or u_{134} or u_{135} or u_{136} or u_{137} or u_{138} or u_{139} or u_{140} or u_{141} or u_{142} or u_{143} or u_{144} or u_{145} or u_{146} or u_{147} or u_{148} or u_{149} or u_{150} or u_{151} or u_{152} or u_{153} or u_{154} or u_{155} or u_{156} or u_{157} or u_{158} or u_{159} or u_{160} or u_{161} or u_{162} or u_{163} or u_{164} or u_{165} or u_{166} or u_{167} or u_{168} or u_{169} or u_{170} or u_{171} or u_{172} or u_{173} or u_{174} or u_{175} or u_{176} or u_{177} or u_{178} or u_{179} or u_{180} or u_{181} or u_{182} or u_{183} or u_{184} or u_{185} or u_{186} or u_{187} or u_{188} or u_{189} or u_{190} or u_{191} or u_{192} or u_{193} or u_{194} or u_{195} or u_{196} or u_{197} or u_{198} or u_{199} or u_{200} or u_{201} or u_{202} or u_{203} or u_{204} or u_{205} or u_{206} or u_{207} or u_{208} or u_{209} or u_{210} or u_{211} or u_{212} or u_{213} or u_{214} or u_{215} or u_{216} or u_{217} or u_{218} or u_{219} or u_{220} or u_{221} or u_{222} or u_{223} or u_{224} or u_{225} or u_{226} or u_{227} or u_{228} or u_{229} or u_{230} or u_{231} or u_{232} or u_{233} or u_{234} or u_{235} or u_{236} or u_{237} or u_{238} or u_{239} or u_{240} or u_{241} or u_{242} or u_{243} or u_{244} or u_{245} or u_{246} or u_{247} or u_{248} or u_{249} or u_{250} or u_{251} or u_{252} or u_{253} or u_{254} or u_{255} or u_{256} or u_{257} or u_{258} or u_{259} or u_{260} or u_{261} or u_{262} or u_{263} or u_{264} or u_{265} or u_{266} or u_{267} or u_{268} or u_{269} or u_{270} or u_{271} or u_{272} or u_{273} or u_{274} or u_{275} or u_{276} or u_{277} or u_{278} or u_{279} or u_{280} or u_{281} or u_{282} or u_{283} or u_{284} or u_{285} or u_{286} or u_{287} or u_{288} or u_{289} or u_{290} or u_{291} or u_{292} or u_{293} or u_{294} or u_{295} or u_{296} or u_{297} or u_{298} or u_{299} or u_{300} or u_{301} or u_{302} or u_{303} or u_{304} or u_{305} or u_{306} or u_{307} or u_{308} or u_{309} or u_{310} or u_{311} or u_{312} or u_{313} or u_{314} or u_{315} or u_{316} or u_{317} or u_{318} or u_{319} or u_{320} or u_{321} or u_{322} or u_{323} or u_{324} or u_{325} or u_{326} or u_{327} or u_{328} or u_{329} or u_{330} or u_{331} or u_{332} or u_{333} or u_{334} or u_{335} or u_{336} or u_{337} or u_{338} or u_{339} or u_{340} or u_{341} or u_{342} or u_{343} or u_{344} or u_{345} or u_{346} or u_{347} or u_{348} or u_{349} or u_{350} or <

lion-lien, alien-ist·ate- ated·ator, liken-ing

ln ln ln ln ln or ln ln or ln ds ds.

mv, move, remove (See ¶ III)

m zm

mn, amen, stamen, woman, women, minute, per minute,

notes as law was in 7 m

nominate

homomorphism or \sim

nv, nn, nerve -ous, ennerve, unnerve

known, none-nun.

nr or n nr ; nr or $-n$; un ; nr or \cup ; nu or \cup

of-v, aloof, roof, proof, rove, stove, cough, offer, over.

a o b r n ro lo co o' o' o'

plover, clover, rover, proffer

पुं० लो० रो० पुं०

(105-107, cont'd)

on, alone, balloon, babboon, boon, coon, coccoo, coin, cone,

lo los lo los co los co co

renown, crown, town, Townsend, coinage, lagoon, dragoon, rac-

nois cros lo loss co los or los do no

coon, oaken, Logan, buffoon

o lo los

pf-v, puff-pave, cup-of, approve, reprove, proven, provender, prevent

h or p u p a cup p n n n n n n

pn, pen-pin-pun; Pecan, pippin, appended, appointed, compound-

p or pe p u p u; p p n or p n p or p n p n

ed, proponent

p n

qf-v, qu, quaff; quicken

q q

rf-v, rn, hereof-hear-of, riven- roughen, ruffian, swerve, deserve

h or hr n or rn rn; r; ar dr

river, recover-ed-ing-y (w.s.) relieve-d-ing, unrelieved, relevant-ancy,

rr rr rr; rr rr. r r, r; rr, or; rr rr

irrelevant-ancy, discern-ing-ment, turn, return, stern,

rr or rr rr or rr; dr dr, dr; rr or rr; rr rr or rr

(105-107, cont'd)

learn-er-ing, cistern, earn-urn, rain-reign, reckon, reconnoiter

ln, d^{or} d, h^{or} d, f; p^{or} q; n; n^{or} na n n^o

sv is usually better written with s circle and letter v;

sn, with s circle and n stem or n letter: sv. V...sn...or n... not...s

save, several (w.s.) conceive, receive, deceive, conducive, dozen, descend,

v v^o v̄ v_v d_v d̄ d^o d_v d^o d_v

son-sun

note

When, however letter s is capitalized, the hooks are used for a foll-

owing f-v or n: Sake-of, scoff; skein &c.

S S S

sh-f-v; sh-n, shave; shown-shun, ashen; shake-off, shaken, Michigan

sh^o or S; s^o or s^o s^u; S; sh^o or S S

lf-v, retrieve curative, abortive, restive, narrative,

n^o or n cur v^o n^o or n

plaintive, -plaintiff (w.s.) appointive, corroborative, furtive,

p^o n^o corrobor^o or c^o n

captive-ate-ated-ity, executive, expletive, take off-talk of, quantitative,

ch ch_{ch} ch_{ch}; x^o or x x la^o or Z; l^o or Z; q^o

(105-197, cont'd)

qualitative, pntative, effective-ly

Of by For or 78

ln, maintain, written, retentive, tentative, pertain, appertain,

major or 7 7 7 7 7 7

piston, Boston, Pittston, Preston, Huston, ratlin, lighten, brighten

by by by by by by by by

frighten, wanton, mitten, hesitancy, tighten

by by or by by or by by

uf-v un, tough, muff, luff, cuff; bun, impugn, picayune

lu mu lu cu bu mu Pu

vf-v, revive-d-ing-ify-ification, convivial, vivant, bon vivant

vw vw vw vw vw vw vw vw

vn, convenient-ence-ly-ces, intervene

ve ve ve ve ve ve

wf-v wife-weave, whiff, wharf

w or wi we w w

wn, one-won, win, wean, when (w.s.) wine,

w or w or w or w or w or w or w

whine, waken-weaken, awaken-ing, wagon -ette

w or wi w w w w w w or w

(105-107, concl'd)

xn, explain-ing

·x·x·

yr-yn, year-of (w.s.) yearn, yarn, your-own, Yukon

y y y y y or u

zf-z, zn, zephyr, Azov; zenith

z z or e; z

108 conducive, collusive, elusive, deceive, receive, passive

d or d ch or ch; h or h; d or d r or r p or p

person, dozen, precentor, decenter, dissenter

n or p d r d d

109, laughs, laves, loves, leaves, strives, coughs, captives, mastiffs;

la la lo or le li co ch m or r

lines, mittens, kittens, lens, léans, tunes reddens, awakens Amer-

li m k le le lu re w m r

icans, experience (w.s.) insistence, persistence (consistency persistency)

h or m; x r or r r p p r

110. means, meanness; meekness; weakens, weakness

me or m; me or m; m w w

reddens, redness; rudeness, rudiness, readiness, &c.

re re re re re

111. know-of, they-have, may-have

112. better-than, sweeter-than, faster-than, earlier-than, sooner-than,

quicker-than, heavier-than

113. men, many; hone, honey; loon, looney; fun,

funny; sun, sunny; son, sonny; John, Johnny

114. (a.) deed of, deaden, pippin, tighten...

(b.) dfter, grfter, hrfter, ptr &c. day-after, grafter, hereafter

painter-pointer-panther, tender, pretender, meander, monitor;

thunder, gender-janitor, engender

115. I-will, I-have, I-will-have

how-will, how-are, how-have

(115, concl'd)

he-will, he-have, he-will-have

..... c l g

who-will, who-are, who-have, who-will-have

..... r n l g

have-all

..... n

of-all

..... n

all-will, all-have, all-will-have

..... n l l

116. Period, Colon, Semicolon, Comma, Exclamation, Interrogation, Hy-

..... x ; ; , x /

phen, Doubt, Parenthesis, Dash, Caret, Paragraph, Quotation Marks, Capitals

= p € ≠ = ^ ch " " dd ll d

118. Light Stems, p, t, ch, k, f, l, m, n, s, sh, th, r

..... \ / - (((((((or /

Shaded Stems, b, d, j, g, v, h, ng, z, zh, dh, w, y

..... \ / - (((((((.....

120. (a) all, allay. (b) elm, elk, like, lack

a a a a a a

(120, concl'd)

(c) folly, follow. (d) foul, fall

o o o o

121. repel, review, receive, reduce, reduction &c.

r r r r r

122. (a.) air. (b.) ark, arm, ram. (c) pear, purr. (d) parry, Perry

a a a a a u a e

123. (a) r stem: refer, infer, wrecker, buzzer shipper

r r r r r

measure, return.

m s r or r

rd. stem: referred, inferred, record, buzzard, shepherd, meas-

r r r r r s m

ured, retard, compared, florid floored stored

or r or r r r r r

(or) compared florid, floored &c.

r r r r

123 (b) heeded, needed, derided, abided, loaded

h e or h n e d r i or d i b i l o

123. (c) odd saved liquid, wood

o or o, s, l q or l q, w or w,

123. (d) flower, flowery, bur, bury, air, airy,

fō fō bu bu a a

123. (e) flower, flowery, bur, bury, air, airy, arrow, borrow, Leroy

fō fō bu bu a a ao buo l^o

124. w, .w..or.. y, .y..or..

125. alogy
ology, w/or; .w/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;
alogist
ologist, .w/or; .y/or; .y/or; .y/or; .y/or; .y/or;
alogical
ological, .w/or; .y/or; .y/or; .y/or;
able, ably;
ble, bly, .w/or; .y/or; .y/or; .y/or; .y/or; .y/or;

x/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;
q/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

ability,
ibility, .w/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;
bleness, fulness,
iveness, lessness, .w/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

q/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

p/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

z/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

x/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

f/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

h/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or; .y/or;

ever, $v_x v m^{or}$; $v l a^{or} b$; $v l b^{or} b$; $w v (w a)$; $w e v (w a)$; $f o r v f v (w a)$; $w e^{or} v$; l

ficial, $f s_x f s$; $b f s$; $f s$; $f s$

for, fore,

form, $f_x f l a r$; $f l a$; $f l a r$; $f l e r$; $f v$; $f q$; $f q$; $b q$; $b q$; $f q$; $f q$; $f q (w a)$; $b q$

$f n o$; $f n o n^{or}$; $f n (w a)$; $f m^{or}$; $f r u n^{or} r$; $f r i d a$; $f r i d^{or} r$; $f r i d n r i d$

$o r r$; $f r o r$; $f l o$; $f l o$

f ; f ; $f m^{or} f$; f ; $f m l o r f l$; f ; $f m o r f$; $f m o r f$; f ; f ; f

$f m^{or} f$; f ; f ; $f o r f i f$; $m a n o r$

magna, magne,

magni, $m a n e a r$; $m a n y a r$; $c a r$; $l a$; $l a$; $l a$; $l a$; $f m$

$o r f$; f ; f ; $f m a r f$; $f i$; $f a r f$; $f e a r f$; $f l o r f$

mental-ly,

mentality, $f n f n$; $f l f l$; $f n f n$; $f n f n$; $f n f n$; $f n f n$

$f n f n$; $x x x$; $f n f n$; $f n f n$; $f n f n$; $f n f n$

$f n f n$; $f n f n$; $f n f n$

mentary, $f n f n$; $f n f n$

ncial,

ntial $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$

self, $f n d a r$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$

$f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$

$f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$

$f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$; $f n$

134 each (ws) chew, ouch, whay, why

ε or e cu ōc wa wi

135 ch, c 3d position; mb, m 3d; ng, n 3d; wh, w 3d; xp, x 3d

c c m m n n w w x x

LONG VOWELS

	•l.....a.as in alms, written,	•m or •o
143. Heavy dot	•l.....a.as in ate, "	•l
	•l.....ε.as in eel, "	•l
	-l.....a.as in awl, "	•l
Right-angle dash	-l.....a.as in ode, "	-d
	-l.....o.as in ooze, "	-z

SHORT VOWELS

	•l.....a.as in at, "	•l
Light dot	•l.....ε.as in egg, "	•q
	•l.....i.as in it, "	•l
	•l.....o.as in odd, "	•d
Parallel dash	•l.....u.as in up, "	•p
	•l.....o.as in foot, "	•t or •f

DIPHTHONGS

	∨.....i.as in isle, "	•l
Angles	∨.....o.as in oil, "	•l
	∨.....ō.as in owl, "	•l
	∨.....u.as in mule, "	mel or •l

alms, ought, at, odd, high, oil, out

145. First Place, *mo i t i d h l u*

ale, ore, egg, up

Second Place, *h r q p*

eat, ooze, it, hood, pew

Third Place, *l z . l h h*

146. ciliary, superfluous, confluent, acquiesce, bibliography,

slu or du fo bu qu or qu lary

147. canaille, Orion, dieresis,

cnv. r' d'eo

149. *1 2 3 1 2 3 1 2 3* 150. *1 2 3 1 2 3 1 2 3*

151. (a) mar, map, tall, hot, ripe, roil, foul

ma m' l h r' xl fl

(b) leap, lip, whoop, hoop, mule

h h w h m' or el

(c) lame, lore, tell, dumb

li l' l' l d

152. dole, dull; tale, tell; feel, fill

dl dl tl tl fl fl

153. Play, *pl*... Pray, *pr*... &c.

154. dove, done, debtor, lotion, tent, don't, lament, diamond, peace,

d' d' d' l- t d- l- d''
h

passes, post, posture, late, led,

h' p' p'-; p' p'; l- l-

155. soap, set, asset, suspense, assist,

s- p- s- h' p

156. assay, easy. pussy, mussy, fussy,

s- or s'; z- or z'; h's. m's. f's.

157. (a) par, tear, tell, take, deck, pigment

p' t' p- t- s- p-

(b) pour, purr, lock, hook

p- p- l' h-

(c) conspire, tire, lyre, like, Mike, rebuke

k- t- l- l- m- B

158. boquet, Owego, Oswego, Mocha, mica

b- w- w- m- m-

159. mop, mope

m- m-

160. tata, tote,attoo, rear, roar, error, baby, five, gag, deadened,

100. | • | - | • | / | / | / | G. | b^v | 9. | d.

dead, tightened, tightening, deadening, deeded.

dead, tightened, tightening, deadening, deced.

The reader is now in a position to appreciate the wealth of Abbreviated Longhand in resources which are practical to the needs of longhand writers; that a most substantial use of them is available at once, and that with nominal application and method their use will increase rapidly, thru no further practise, necessarily, than that derived from the pursuit of one's routine work, until a facility is reached merging into that of pure shorthand. It will be seen also that the varying choice and circumstances of different writers, and of the same writers at different periods, are accommodated by the selective features which characterize the method in all its parts.

Owing to the wide range of uses which the method is thus designed to serve, it will be apparent that to prescribe a common standard of abbreviation for all would be foreign to its general scope and purpose. As explained in the General Instructions, at page 22, the word outlines thruout the Manual have been given in the forms advised for ultimate adoption, simpler forms being substituted by the writer, when necessary, until the ultimate forms become familiarized. With the same qualifications the reading matter which follows will show the use of the breves representing in a general way two styles of writing. The first of these is the style comprising the forms described in the Introduction, at page 17, as constituting Group 1, viz., the purely elementary breves, with only an occasional breve of the groups designated *two* and *three*. The second rendering in each case is that which may be called an advanced style, showing practically all the outlines in their fully condensed forms. Alternative forms are enclosed in parentheses, and any word signs and phrases used are indicated by the double lines shown underneath the outlines.

KEY TO READING MATTER AT PAGE 148.

Business Letter.

We are in receipt of your favor of the 10th inst., and in reply beg leave to say that owing to the rush of work occasioned by the heavy fall trade there has been a slight delay in getting the successive shipments out as expected. We have, however, completed your order at the factory now, and can promise further consignments with such expedition as will meet your requirements. Trusting this will relieve you of the embarrassments which you mention, and ensure your meeting the demands of your local market, we remain, Yours very truly,

Facts Worth Knowing.

It is not what people eat, but what they digest, that makes them strong. It is not what they gain, but what they save, that makes them rich. It is not what they read, but what they remember, that makes them learned. It is not what they profess, but what they practise that makes them good.

Extracts from Articles on Spelling Reform.

The question, then, that will have to be answered sooner or later is this: "Can this unsystematic system of spelling English be allowed to go on forever?" Is every English child, as compared with other children, to be mulcted in two or three years of his life in order to learn it? Are the lower classes to go thru school without learning to read and write their own language intelligently? And is the country to pay millions every year for this utter failure of national education? I do not believe or think that such a state of things will be allowed to go on for ever, particularly as a remedy is at hand. I consider that the sooner it is taken in hand the better.—F. Max Mueller, LL. D., D. C. L., formerly Professor of Comparative Philology in Oxford University.

One very signal vice of our orthography is the confusion which prevails among the representatives of the vowel and diphthongal sounds. It would be bad enough if each single vowel character were only used to represent, as some are, four or five different sounds otherwise unrepresented; but when, in addition to doing this work, each usurps the place of others, and is thus burdened with a duty entirely unnecessary; and when diphthongal forms take the place of vowel characters and vowel characters of diphthongal combinations to an extent almost unlimited, the confusion becomes bewildering.—F. A. P. Barnard, LL. D., L. H. D., S. T. D., formerly President of Columbia University.

The Englishman who has learned, in the true Chinese fashion, to associate every spoken sound with a fixed and unalterable symbol, however inappropriate or unintelligent it may be, no longer uses his ear, but depends solely upon his eye. For him the sole question is, not how does the word sound, but how does it look. He learns his symbols by

heart and by rote, with regard only to their visible appearance. His task is less stupendous than that of the Chinese, because, after all, a large number of our words are phonetically spelt; yet it is remarkable that it never occurs to him that there is no reason whatever why they should not all have the same merit.—Walter W. Skeat, Litt. D., LL. D., D. C. L., Professor of Anglo-Saxon in the University of Cambridge; Fellow of the British Academy.

Extract from "Sir Roger de Coverley at Church."

As Sir Roger is landlord to the whole congregation, he keeps them in very good order, and will suffer nobody to sleep in it besides himself; for if by chance he has been surprised into a short nap at sermon, upon recovering out of it he stands up, and looks about him, and, if he sees anybody else nodding, either wakes them himself, or sends his servants to them. Several other of the old knight's particularities break out upon these occasions; sometimes he will be lengthening out a verse in the singing psalms, half a minute after the rest of the congregation have done with it; sometimes, when he is pleased with the matter of his devotion, he pronounces *amen* three or four times to the same prayer; and sometimes stands up when everybody else is upon their knees, to count the congregation, or see if any of his tenants are missing.

As soon as the sermon is finished nobody presumes to stir till Sir Roger is gone out of the church. The knight walks down from his seat in the chancel between the double row of his tenants, that stand bowing to him on each side; and every now and then inquires how such a one's wife, or mother, or son, or father do, whom he does not see at church—which is understood as a secret reprimand to the person that is absent.

Business letter.

1. we ⁿ ^{nsq} ^{trst} ^{10'} ⁿ ⁺ ⁿ ^{pi} ^B
 le, ^{sa} ^q ^o ¹ ^{ru} ⁵ ^w ^o ^q ^{bi} ^{hu} ^{pal} ^{la}
^{or} ^p ^{li} ^{dl} ⁿ ^q ^l ^s ^{oi} ^o ^x ^e ^x ^{we} ^h,
^{hiv} ^{pe} ^o ¹ ^{pas} ^{no} ⁺ ^{ca} ^{nom} ^{fur}
^{sino} ^w ^e ^x ^d ⁱ ^o ^w ^l ^m ^q ^r ^{iro} ^x

^{lu} ⁶ ^w ^l ^{ile} ⁺ ^{ma} ^o ^{men} ^o
⁺ ⁿ ^{sur} ^o ^m ^q ^d ^o ^l ^{al} ^{ma} ^q ^{we} ^r ^{ma} ^y ^{vi} ^x

2. ⁿ ^q ^q ^q ^{10'} ⁺ ^{pi} ^B ¹ ^s ¹
^o ¹ ^q ⁵ ^w ^o ¹ ^{hu} ^l ¹ ⁱ ^p ^{li} ^{dl}
^q ^l ^s ^{oi} ^o ^x ^e ^x ^{we} ^h, ^{pe} ^o ¹ ^{pas} ^{no} ⁺ ^{ca} ^{nom} ^{fur}
^{sino} ^w ^e ^x ^d ⁱ ^o ^w ^l ^m ^q ^r ^{iro} ^x

^{lu} ⁶ ^w ^l ^{ile} ⁺ ^{ma} ^o ^{men} ^o ⁺ ⁿ ^{sur} ^o ^m ^q ^d ^o ^l ^{al} ^{ma} ^q ^{we} ^r ^{ma} ^y ^{vi} ^x

Facts Worth Knowing.

1. ° w l p f, b u w l c a d z, f m a l m p r o n x

1. ° w l c a g a s, b u w l c a s a s, f m a l m r u c x

1. ° w l c a r e s, b u w l c a r m m e s, f m a l m l r u x

1. ° w l c a p o f e s, b u w l c a p a q, f m a l m g o x

2. b ° f, b ° (g, (m (h x b ° (g, b ° (r, (m (r e x b ° (r e s, b ° (r m, (m (h x b ° (h p, b ° (h, (m (g x

Spelling Reform.

Extract 1.

1. q, l n, f w l h, b n s m r r l a s, c a:

"c a s c a p r e, p e l n l b l o, g o n p o r v /"

- v r n l c i l, ° p a s w r o c l d r s, b m y n 2³ y e r, ° l i n o r s, l r, / ° l o r c l a s,

g o c u f f ° l r, r e + r i g u o h, l l /

+ c u n s, p a m l n v r y e r f o r c o u f a l r

, n a q s a / l d b b ° h f c. l a, c n w l

samo, ha €1/2. m. p. ro < qā' d. ur; mlimo,
 w. l. (b) hē ur. ma, . dvo, . pno "am"
 3⁴ limo . sam par; + mlimo b. p. w. v. b.
 . h. ur. nō, . cō. qā, . i. f. n. . l. r. m. xxx
 . o. n. o. dms. . f. n. nōb. p. n. m. l. p. ur. l. l. d. r.
 . go. o. i. < c. r. x. . n. i. ur. dō. f. m. . f. n. . c. n. l.
 b. y. . d. r. o. . l. , f. f. b. i. , . n. c. s. i. ; + v. n. o.
 + l. q. i. r. . c. . w. o. w. i. , . m. o. s. , . s. o. , . f. a. s. d. ,
 . . d. e. l. c. r. , = w. c. . n. p. . e. r. r. n. l.
 p. f. . b. x.

2. . o. r. r. i. . l. l. h. q. , . k. p. = - v. q. , + f. q.
 n. l. d. - l. b. i. = b. i. f. b. c. i. b. f. d. + p. v. .
 = s. r. n. i. , . h. r. i. , . b. p. , + d. b. i. , + f. i.
 . n. b. n. , . f. w. (b. , . r. o. o. d. o. l. (x. v. l. < f.
 n. v. = b. l. h. = f.) + o. ; . n. o. f. b. n. . v.
 n. i. o. , . f. . p. f. . v. (l.) < q. ' . d. (i. ; n.
 c. l. (f.) . p. (. - o. d. o. , . p. n. o. "a" 3⁴
 b. o. n. p. a. ; + n. o. b. p. c. v. b. . h. l. c. . l. c.

[illegible]

GLOSSARY.

(See reference to Position Writing at page 18; also ¶27, ¶¶126 to 135 and Note following and ¶145.)

The list appended will afford a very practical means of familiarizing the classification of words in the three positions corresponding to their vowel sounds. The list includes some 1,500 words of the most frequent occurrence, and is representative of as many more having the same roots and the same vowel sounds in their accented syllables, and therefore the same positions, and differing only in the several derivative endings which are written with one or another of the adjuncts. The words have been selected also with a view to giving, incidentally, a further exposition of the use of the adjuncts for *t*, *d*, *nt*, *nd*, *mnt*, *mnd*, *k-g*, *l*, *r*, *f-v* and *n*, each of these adjuncts being carried through the alphabet in combination with a single consonant preceding it, and showing substantially all the words of the language in ordinary use made up of the combinations appearing in the list.

As will be seen by referring to the list, each consonant of the alphabet, in its order, is accompanied by three groups of words, one above the other. The first of these groups contains words of the first position; the second group, words of the second position, and the third group, words of the third position.

It is not intended, of course, that each word shall be memorized by itself, but merely that the grouping of the vowel sounds shall be learned, so that any given vowel will suggest at once the position of the word, remembering always that in words of more than one syllable, it is the *accented* vowel that controls the position. (¶¶128, 145.)

The list may be used either for occasional reference or may be studied with a view to a more speedy mastery of the prin-

ciples involved, depending upon the rate of progress sought by the writer.

Particular attention is directed to the words of most frequent use which can, in position writing, be reduced to one letter and can be taken up very rapidly in one's work because their constant repetition fixes them very quickly and surely in the mind, as, for instance, the one-consonant words *by, be, day, if, few, age, lay, well, my, am, may, aim, me, on, no, in, pay, up, are, or, our, air, saw, say, so, us, see, show, she, at, out, ate, eat, it, to, too, they, way, away, ease, &c.*, and the many other words having two or more consonants.

It has been ascertained by calculation that more than one-half of all English spoken or written is made up of about one hundred different words, consisting of these one-consonant words and the most frequently recurring word sign words given at page 49. Of the remaining one-half a large proportion is made up of the word sign words which occur less frequently and the two-consonant words contained in the list which follows. It will be seen, therefore, that by getting the short forms for these words, so limited in number as to put but a moderate tax upon one's effort, one's range of abbreviation can be made to cover by far the larger part of the language; and the use of the abbreviating principles in these special words will soon bring them into ready command for words in general.

(w. s.) The Word Signs occurring in the list are indicated, as heretofore, by the initials *w. s.* in parentheses, and are given only in the consonant groups which make up their short forms, not with the groups representing their full consonants.

(o. w. s.) These initials indicate Optional Word Signs not

given in the list of Word Signs at page 49.

A few Word Signs and other words are written arbitrarily out of the positions which would be required by their vowel sounds. This is done to avoid conflict with certain other words of the same consonant outlines that would not be distinguishable in all cases from the context. The words so distinguished are; *advantage*, in its word-sign form, (having for its accented syllable a first place vowel, but written in the second position to distinguish from *large*, written with the same outline in the first position;) *another*, distinguished in the same manner from *no other*; *do* from *did*; *exclude* from *experience*; *other* from *their*; *over* from *very*; *truth* from *true*; *found* from *find*; *own* and *any* from *no*; *hercon* from *herein*.

The mass of words which have identical consonant outlines and position, differ so in meaning that no confusion is met with in practise thru the omission of their vowels, since the context shows at once which of such words is intended. Exceptional words are distinguished by inserting a necessary vowel or by some distinguishing feature of consonant outline. Advantage has been taken of the list to indicate by initial letters, indicative of descriptive terms, the two or three general principles entering into these distinctions, and also to illustrate the choice of outlines in other respects. These principles are few in number, can be very quickly acquired, and are indicated in the following manner:

(v. t.) The initial Vowel Tick; before *l*, *r* and *s* taking the form of the elongated up-stroke described at ¶28.

(l. v.) Letter Vowel initially, i. e., small *a*, *e*, *o*, *u*, &c., prefixed to a letter or adjunct.

(L. V.) Capital Letter Vowel, adding a following *k* or *g*, in words like *act*, *echo*, *October* (w. s.). &c.

(d. v.) Distinguishing Vowel, either one of the diphthongs *i*, *oi*, *ow*, *ew*, or some other vowel (to distinguish outlines otherwise alike, or words used in a more or less specific sense,) being usually an accented vowel. (See ¶27.) The detached dot and dash signs are very serviceable for these distinguishing vowels.

(d) Diphthong, i. e. the double angle described at ¶22.

(f. d.) Final vowel Dot.

Words of One Consonant.

b

- 1 bah (*dv*) by, buy, boy (*dv*) bow (*dv*)
object (*noun, ws*)
- 2 hay (*dv*) obey (*vt*) but (*ws*) bow
- 3 be, buoy (*d*)
(*dv*) object (*verb, ws*)

c

- 1 coy (*dv*) cow (*dv*) can (*ws*)
- 2 come (*ws*) echo (*LV*)
- 3 coo (*dv*) cue (*dv*) could (*ws*)

d

- 1 had (*ws*) dollar (*ws*) die (*dv*)
awed (*lv*) add (*lv*) odd (*lv*)
- 2 do (*ws*) aid (*lv*) day, owed (*lv*)
eddy (*vt, fd*)
- 3 did (*ws*) due (*dv*) adieu (*vt, dv*)
ado (*vt, dv*)

f

- 1 half (*ws*) off (*vt*) fie (*dv*)
- 2 for (*ws*) form (*ws*) foe (*dv*)
- 3 if (*vt*) fee (*dv*) few (¶59a)

g

- 1 guy (*dv*)
- 2 gay, gave (*ws*) ague (*vt, dv*) go,
together (*ws*)
- 3 if (*vt*) fee (*dv*) few (¶59a)

h

- 1 high (*dv*) how (*ws*) aha (*vt, dv*)
hoy (*vt, dv*)
- 2 hay (*dv*) hoe (*dv*)
- 3 hue (*dv*)

j

- 1 jaw (*dv*) joy (*dv*) large (*ws*)
- 2 age-edge (*vt*) Joe (*dv*) advant-
age (*ws*)
- 3 Jew (*dv*)

k

- 2 oak (*LV*) ache (*LV*)
- 3 key (*dv*) eke (*LV*) kingdom (*ws*)

l

- 1 all (*ws*)awl (*lv*) law (*dv*) ally (*vt, dv*)
alley (*vt, fd*) alloy (*vt, dv*) lie
(*dv*) oil (*dv* or *vt*) owl (*dv*)
- 2 ale (*vt*) lay, allay (*vt, dv*) low (*dv*)
well (*ows*)
- 3 eel (*dv*) will (*ws*) ill (*vt*) lieu (¶59a)

m

- 1 from (*ws*) my, am (*vt*) mow (*dv*)
- 2 may, aim (*vt*) member (*ws*) ohm
(*vt*) home (*ws*) mow (*dv*)
- 3 me, mew (*dv*) improve (*ws*)

n

- 1 gnaw (*dv*) an (*ws*) own (*ws*) on
(*vt*) annoy (*dv*) now (¶59b)
- 2 no-know
- 3 in, knee (*dv*) knew-new (¶59a)
any (*ws*)

p

- 1 part (*ws*) Pa (*dv*) paw (*dv*) pie
(*dv*)
- 2 pay, ape (*dv*) up (*vt*) hope (*ws*)
- 3 pea, pew (¶59a) opportunity (*ws*)

q

- 1 aqua (*vt.f.d*)
- 2 question (*ws*)
- 3 quay (pronounced *kee,dv*)

r

- 1 are,or,arrow (*vt.dv*) ire (*dv*) wry-rye (*dv*) awry (*vt.dv*) our-hour (*ws*)
- 2 air (*vt*) airy (*vt.f.d*) heir (*vt*) oar-ore (*dv*) err (*vt*) ray (*dv*) array (*vt.dv*) her (*ws*) were-where (*ws*) recollect (*ws*)
- 3 ear (*vt*) era (*vt.f.d*) hear-here (*ws*) rue (*dv*) ewer (*dv*)

s

- 1 saw,sigh (*dv*) ice (*lv*) as-has (*ws*) assay (*vt dv*)
- 2 ace (*lv*) say,so,us (*vt*)
- 3 see,sue (*dv*) use (*lv*)

sh

- 1 shy (*dv*) pshaw (*dv*) ash (*vt*) ashy (*vt.f.d*) shall (*ws*)
- 2 show,shay (*dv*)
- 3 she,shoe-shoo,issue (*vt*) usual-ly (*ws*) should (*ws*)

t

- 1 ought,at,out,tie (*dv*) toy (*dv*)
- 2 ate (*vt*) toe (*dv*)
- 3 eat (*vt*) tea-tee,it,to,too

th

- 1 thaw (*dv*) thou (*dv*) thy,hath (*vt*) that (*ws*) thank (*ws*)
- 2 they,oath (*vt*) them (*ws*) worth (*ws*)
- 3 thee,with (*ws*) the (*ws*) think (*ws*)

v

- 1 vie (*dv*) vow (*dv*) avow (*vt.dv*) via (*d*)
- 2 ever (*ws*)
- 3 view (¶59a)

w

- 1 what (*ws*) without (*ws*)
- 2 way,away (*vt*) woe (*dv*) when (*ws*)
- 3 we, (*ws*) wee (*dv*) woo (*dv*) would (*ws*)

x

- 1 ax (*vt*) ox (*vt*) example (*ows*)
- 2 exclude (*ws*)
- 3 experience (*ws*)

y

- 1 beyond (*ws*) young (*ows*)
- 2 yet (*ws*) yea (*dv*)
- 3 ye,year (*ws*) you-your (*ws*)

z

- 1 was (*ws*)
- 3 ease,easy (*f.d*) ooze (*dv*) zoo (*dv*) these (*ws*)

Words of Two Consonants, the Second Being t.**b-t**

- 1 bought,bat,batty (*f.d*) bite (*dv*) bout,about (*vt*)
- 2 bait,boat,bet,abet (*vt*) abut (*vt*)
- 3 beat-beet, bit,boot,beauty (*dv*)

c-t

- 1 caught,eat,act (*LV*) cot
- 2 coat,cut,October (*ws*)
- 3 cute,acute (*LV*)

d-t

- 1 dot,diet (*d*) doubt,audit (*vt*)
- 2 date,dote (*dv*) debt,edit (*vt*)
- 3 ditto,ditty,duty

f-t

- 1 fought,fight,fat,fatty (*f.d*) oft (*vt*) fiat (*d*)
- 2 fate
- 3 feat-feet,effete (*vt*) fit,foot,afoot (*vt*)

g-t

- 1 agate (*vt*) got, gout (*dv*)
- 2 gate, goat (*dv*) get, gut (*dv*) gaiety (*d, fd*)
- 3 git

h-t

- 1 hat, hot, hight, Hoyt (*dv*)
- 2 hate, hut
- 3 heat, hit, hoot

j-t

- 1 jot
- 2 jet, jnt
- 3 jute (*dv*)

k-t

- 1 kite (*dv*)
- 2 Kate (*dv*) Katie (*dv, fd*)
- 3 kit, kitty (*fd*)

l-t

- 1 lot, light, alight (*vt*) lout (*dv*)
- 2 late, let
- 3 elite (*vt*) lit, loot, lute (*dv*)

m-t

- 1 mat, amity (*vt*) mot, might, mighty (*fd*) moiety (*dv*)
- 2 mate, moat (*dv*) met, empty (*vt*)
- 3 meet, mit, moot, mute, immediate (*ws*)

n-t

- 1 naught-nought, naughty (*fd*) ant-aunt, aunty-ante (*fd*)
- 2 ain't, note, net, nut
- 3 neat, nit-knit, into

p-t

- 1 pat, apt (*vt*) pot, pout (*dv*)
- 2 pate, poet (*d*) pet
- 3 peat, pit, pity, put

q-t

- 1 quite, quiet (*d*) quoit (*dv*)
- 2 quote, equity (*vt*)
- 3 quit, acquit (*vt*)

r-t

- 1 wrought, rat, art (*vt*) rot, right-write, aright (*vt*) riot (*d*)
- 2 rate, wrote-rote, rut, ratty (*fd*)
- 3 writ, root, route

s-t

- 1 sought, sat, asset (*vt*) sty (*dv*) sight
- 2 stay, stow (*dv*) set, settee (*fd*)
- 3 east (*lv*) seat, sit, soot, snet (*d*) snit, stew (*dv*)

sh-t

- 1 shot, shout
- 2 shoat (*dv*) shut
- 3 sheet, shoot, chute

t-t

- 1 taught-taut (*dv*) tat, tot, tight (*dv*) tout (*dv*)
- 2 tote, tut
- 3 teat, toot

th-t

- 1 thought

v-t

- 1 vat
- 2 vet
- 3 veto

w-t

- 1 watt
- 2 wait, await (*vt*) wet
- 3 wit, witty (*fd*)

x-t

- 2 exit

y-t

- 1 yacht

Words of Two Consonants, the Second Being d.**b-d**

- 1 bad, body (*fd*) bide (*dv*) bowed (*dv*)

- 2 bowed (*dv*) abode (*vt, dv*) bed, abed (*vt*) bud (*dv*)
- 3 bead, bid

c-d

- 1 cad, caddy (*fd*) eod, cowed (*dv*)
- 2 code, echoed (*LV*)
- 3 cooed (*dv*)

d-d

- 1 dad, daddy (*fd*) added (*lv*) died, dowdy (*dv, fd*)
- 2 aided (*lv*) dead
- 3 deed, dude (*dv*)

f-d

- 1 fad
- 2 fade, fed
- 3 feed, food, feud

g-d

- 1 gad, God, guide (†137)
- 2 goad, egged (*vt*)
- 3 good

h-d

- 1 hod, hide-hied
- 2 head, ahead (*vt*)
- 3 heed, hood, hued

j-d

- 1 jawed (*dv*)
- 2 aged-edged (*vt*)
- 3 Jewed (*dv*)

k-d

- 2 ached (*LV*)
- 3 kid, eked (*LV*)

l-d

- 1 laud (*dv*) lad, laddy (*fd*) lied (*dv*)
loud (*dv*) aloud-allowed (*vt*)
- 2 laid, lady (*fd*) ailed (*vt*) old (*vt*)
load, led-lead
- 3 lead, lid, lewd (*dv*)

m-d

- 1 Maud (*dv*) mad
- 2 made-maid, aimed (*vt*) mud,
meadow (*dv*) midday (*dv*)
- 3 mead, mid, amid (*vt*) mood, moody
(*fd*)

n-d

- 1 gnawed (*dv*) and (*ws*) nod, owned

(*ws*) annoyed (*vt*)

- 2 undo (*dv*) node (*dv*) end,
- 3 need-knead, needy (*fd*) nude,
undue (*dv*)

p-d

- 1 pawed (*dv*) pad, pod, pied (*dv*)
- 2 paid, aped (*vt*) hoped (*vt*)
- 3 heaped (*vt*)

q-d

- 1 quad

- 3 quid

r-d

- 1 rod, ride, arid (*vt*)
- 2 aired (*vt*) rode-rowed, red-read,
ready (*fd*)
erred (*vt*)
- 3 read-reed, rid, rued (*dv*)

s-d

- 1 sawed (*dv*) sad, sod, sighed (*dv*)
- 2 said, sowed (*dv*)
- 3 seed, seedy (*fd*) sued (*dv*)

sh-d

- 1 shad, shadow (*dv*) shod, shied (*dv*)
- 2 shade, shady (*fd*) shed
- 3 shooed (*dv*) issued (*vt*)

t-d

- 1 tied, tidy (*fd*) toyed (*dv*)
- 2 toed-towed, Ted, Teddy (*fd*)

th-d

- 1 thawed
- 2 thud

v-d

- 1 vied, void, avoid (*vt*) vowed,
arowed (*vt*)
- 2 evade (*vt*)
- 3 viewed (*dv*)

w-d

- 1 wad, wide
- 2 wade, wed
- 3 weed, wēdy (*fd*) widow (*dv*) wood,
woody (*fd*) wooed

Words of Three Consonants, the Last Two Being nt.

b-nt

- 1 bonnet, banty (*fd*) bounty (*fd*)
- 2 bayonet (*d*) bent, bunt
- 3 buoyant (*d*)

c-nt

- 1 cannot, can't, count, county (*ws*)
account (*LV*) aconite (*LV, dv*)

d-nt

- 1 daunt, had not-hadn't (*ws*)
- 2 do not, don't (*ws*) dent
- 3 dint, did not-didn't (*ws*)

f-nt

- 1 font, finite (*dv*) fount (*dv*)
- 2 faint-feint
- 3 -finity (*fd*)

g-nt

- 1 gaunt, ignite (*vt, dv*)

h-nt

- 1 haunt
- 2 hunt
- 3 hint

j-nt

- 1 jaunt, jaunty (*fd*) giant (*d*)
gentleman (*ws*)
- 2 gent (*ws*) gentlemen (*ws*) agent
(*vt*) junt

k-nt

- 2 Kent

l-nt

- 2 alienate, (*vt, d*) lent, lenity (*fd*)
- 3 lint, linty (*fd*)

m-nt

- 1 mount, amount (*vt*)
- 2 meant
- 3 mint, minute (*noun*) minute (*adjective*)

n-nt

- 1 anoint (*vt*)
- 2 anent (*vt*)

p-nt

- 1 pant, pint, point, appoint (*vt*)
- 2 paint, pent, punt

q-nt

- 1 quantity (*ows*)
- 2 quaint, acquaint (*vt*)

r-nt

- 1 rant, arrant (*vt*) are not-areu't
- 2 rent, errant (*vt*) runt, were not-
weren't (*ws*) orient (*vt, d*)
- 3 hereunto (*ws, dv*)

s-nt

- 1 sonnet, has not-hasn't (*p*) sanity
(*fd*)
- 2 saint, sent, assent-ascent (*vt*)
- 3 is not-isn't (*p*)

sh-nt

- 1 shall not-shan't (*p*) shanty (*fd*)
- 2 shunt

t-nt

- 1 taunt, ought not-oughtn't (*vt*)
to-night
- 2 taint, attaint (*vt*) tent
- 3 tenet, tint

v-nt

- 1 vaunt, avaunt (*vt*) vanity (*fd*)
- 2 vent, event (*vt*) vignette

w-nt

- 1 waut, wont
- 2 won't, went

z-nt

- 1 -was not-wasn't (*p*)

Words of Three Consonants, the Last Two Being nd.

b-nd

- 1 band, bind, bound, abound (*vt*)
- 2 boned, bend

c-nd

- 1 canned, candy (*fd*) conned, coined
- 2 caned, coned
- 3 canoed (*dv*)

d-nd

- 1 dawned, dandy (*fd*) dined, denied (*dv*) downed
- 2 dunned
- 3 dinned, denude (*dv*)

f-nd

- 1 fawned, fond, find-fined
- 2 feigned, phoned, fend, offend (*vt*)
- 3 fiend, found

g-nd

- 2 gained, gunned

h-nd

- 1 hand, handy (*fd*) hind (*dv*) hound (*dv*)
- 2 honed

j-nd

- 1 joined, adjointed (*vt*)

k-nd

- 1 kind

l-nd

- 1 land, lined, island (*vt*)
- 2 loaned (*dv*) lend
- 3 leaned

m-nd

- 1 mind-mined, mound
- 2 moaned, mend, amend (*vt*) emend (*lv*) Monday (*fd*)

p-nd

- 1 pawned, panned, pined, opined (*vt*)

- pound
- 2 pained, opened (*vt*) penned, punned
- 3 pinned

r-nd

- 1 rind, round, around (*vt*)
- 2 rained-reigned, arraigned (*vt*) rend, errand (*vt*) earned (*vt*)
- 3 rind, ruined (*d*) renewed (*dv*)

s-nd

- 1 sand, signed, assigned (*vt*) cyanide (*d*) sound
- 2 send, ascend (*vt*) sunned, Sunday (*fd*)
- 3 sinned, synod

sh-nd

- 1 shined
- 2 shunned
- 3 shinned, shindy (*fd*)

t-nd

- 1 tanned
- 2 attained (*vt*) toned, atoned (*vt*) tend, attend (*vt*)
- 3 tuned, attuned (*vt*)

th-nd

- 3 thinned

v-nd

- 1 viand
- 2 vend
- 3 evened (*vt*)

w-nd

- 1 wand, wind, wound
- 2 waned, wend
- 3 weaned, wind, windy (*fd*) winnowed, wound

y-nd

- 1 yawned

Words of Four Consonants, the Last Three Being *mnt* and *mnd*.

b-mnd

- 2 bemoaned

d-mnt-mnd

- 1 adamant (*vt*) demand, diamond (*d*)
2 dement, Edmund (*vt*)
3 demeaned

f-mnt-mnd

- 1 famined
2 foment, feminine, effeminate (*vt*)

g-mnd

- 1 gammoned

h-mnt-mnd

- 1 humanity (*dv*) Hammond

l-mnt

- 1 aliment (*vt*) laminate (*dv*)

- 2 lament, ailment (*vt*) element (*vt*)

m-mnt

- 2 moment

p-mnt

- 2 payment

r-mnt-mnd

- 1 remand-remind
2 raiment, remained, ermined (*vt*)
3 ruminate (*dv*)

t-mnt

- 2 attainment (*n* omitted, *vt*)

x-mnd

- 1 examined

z-mnt

- 3 easement (*vt*)

Words of Two Consonants, the Second Being *k* or *g*. (*i. v.*) Intervening Vowel, (see ¶157 and examples there given.)

B, k-g

- 1 balk, balky (*fd*) back, bike (*iv*);
bag, baggy (*fd*) bog, boggy (*fd*)
2 bake, boquet (*dv*) beek, buck, be-
come, became (*ws*); bogie, (*iv*)
beg, bug, buggy (*fd*)
3 beak, book; big

C, k-g

- 1 caulk, coek; cog
2 cake, coke
3 cook

D, k-g

- 1 dock, dyke (*iv*); dog
2 decay-DeKay (*dv*) deek, duck; dug
3 Dick, duke (*iv*), DeCue (*dv*); dig
dignity (*ws*)

F, k-g

- 1 fag, fog, foggy (*fd*)

- 2 fake

- 3 fig, fugue (*dv*)

G, k-g

- 1 gawk, gawkey (*fd*); gag, agog (*vt*)
3 gig

H, k-g

- 1 hawk (*iv*) hack, hoek, hoekey (*fd*)
hike (*iv*); hag-Hague, hog
2 hug
3 hick, hook, hookey (*fd*)

J, k-g

- 1 Jack, jackie (*fd*), jockey (*fd*); jag,
jog
2 Jake, joke; jug
3 jig

K, k-g

- 2 keg
3 kick

L, k-g

- 1 lack, lackey (*fd*) alack (*vt*) Alick (*vt*) lock, like, alike (*vt*) ; lag, laggy (*fd*) log
- 2 lake, elk (*vt*) luck, lucky (*fd*) electric (*ws*) ; logie (*iv.f.d*) leg, lug
- 3 leak, aleak (*vt*) lick, ilk (*vt*) look, Luke (*iv*) ; league

M, k-g

- 1 Mack, Mackey (*fd*) mica (*iv.f.d*) Mike (*iv*) ; Maggie (*fd*)
- 2 make, Mackay (*dv*) muck, amuck (*vt*) ; mug, muggy (*fd*)
- 3 meek

N, k-g

- 1 nack, knock ; nag
- 2 neck ; neglect (*ws*)
- 3 nick, nook

P, k-g

- 1 pack, pike (*iv*) pica (*iv.f.d*) peculiar-ity (*ws*)
- 2 opaque (*vt.iv*) poke, peek, epic (*vt*) ; peg, pug
- 3 peak-peek-pique, pick, peenliar (*ws*) ; pig

Q, k-g

- 1 quack
- 2 quake
- 3 quick

R, k-g

- 1 rack, rock ; rag, regularity (*ws*) irregularity (*ws.vt*) argue (*vt.dv*)
- 2 rake, wreck, recollect (*ws*) regular (*ws*) irregular (*ws.vt*)
- 3 reek-wreak, rook ; rig

S, k-g

- 1 sack, ask (*vt*) sock, sky (*dv*) scow (*dv*) ; sag
- 2 sake, soak, suck
- 3 seek, sick, skew (*dv*) askew (*vt.dv*) signify (*ws*)

SH, k-g

- 1 shack, shock, sheik (*iv*) ; shaggy
- 2 shake, shuck
- 3 shook

T, k-g

- 1 talk, tack, attack-attic (*vt*) Attica (*vt.f.d*) particularity (*ws*) ; tag, tog
- 2 take, tuck, tug
- 3 teak, tiek, particular (*ws*) took ; contiguous (*ows*)

V-g

- 1 vag
- 2 vague, evoke (*vt.iv*)
- 3 vigorous (*ows*)

W, k-g

- 1 walk ; wag
- 2 wake, awake (*vt*) woke, awoke (*vt*)
- 3 weak-week, wick ; wig

Words of Two Consonants, the Second Being l.

(See ¶101, 157.)

(h) The general rule for deciding when to use a hook and when to use a letter for an initial *l* or *r* is made sufficiently clear by the text and accompanying outlines at ¶101. The inference of the intervening vowel, there referred to, can be very rapidly extended to many words of the most common occurrence, even though such intervening vowel be a long

one or a diphthong, because these words, thru their frequent repetition, soon become familiarized in the shorter, hook forms. Words of this class occurring in the *l* and *r* lists which follow are accompanied by the letter *h* in parentheses, as an indication that the use of the Hooks should be favored, instead of the letters, for *l* and *r*. This is an extension of the general rule at ¶101 rather than exception to it. It should be remembered that the hooks are used as a matter of course when a following *l* or *r* coalesces with its preceding consonant, and that the special indication for the hook is given only after words that involve the more extreme application of the rule.

(*h. i. v.*) In a few other words, outlines may be shortened by combining the use of the initial hooks and the intervening vowel signs mentioned at ¶157. Words of this class are followed by the initials *h. i. v.* in parentheses, signifying Hook and Intervening Vowel.

b-l

- 1 ball(*dv*)bile(*dv*)boil(*dv*)bowel(*d*)belong(*ws*)
- 2 bale-bail(*dv*)able(*vt*)ably(*vt*)blow,bowl(*dv*)bell,below(*dv*)
- 3 blew-blue,believe(*ws*)

c-l

- 1 call,claw(*dv*)callow(*dv*)Collie(*dv.f.d*)coil(*dv*)cloy(*dv*)cowl(*dv*)
- 2 coal-Cole(*dv*)clay
- 3 cool,clue(*dv*)
(See *cl,cr*, *97)

d-l

- 1 addle(*lv*)dally(*f.d*)oddly(*lv*)doll(*h*)dolly(*f.d*)idle(*lv*)doily(*dv.f.d*)
- 2 dale(*hiv*)dole(*hiv*)dell(*hiv*)dull(*hiv*)daily(*f.d*)delay(*dv*)
- 3 deal(*hiv*)ideal(*lv*)duly(*f.d*)dual-duel(*d*)

f-l

- 1 flaw,fall,awful(*vt*)follow,folly(*f.d*)offal(*vt*)fly,file(*dv*)foil(*dv*)foul-fowl(*dv*)
- 2 flay,fail,flow,foal(*dv*)folio(*d*)fell,fellow(*dv*)
- 3 flea-flee,feel,fill(*h*)full(*h*)fully(*f.d*)fool,flew,fuel(*d*)

g-l

- 1 gall(*h*)galley(*f.d*)guile(*dv*)
- 2 gale(*h*)gaily-gala(*f.d*)goal(*h*)ogle(*LV*)gull(*h*)ugly(*LV*)
- 3 glee,eagle(*LV*)glue(*dv*)ghoul(*dv*)

h-l

- 1 hall-haul(*h*)hollow(*dv*)holly(*f.d*)highly(*f.d*)howl(*dv*)
- 2 hale(*h*)hole-whole(*h*)holy-wholly(*f.d*)hello(*dv*)hull(*h*)
- 3 heal-heel(*h*)hill(*h*)hilly(*f.d*)

j-l

- 1 agile (*vt*) jolly (*fd*) July, jowl (*dv*)
- 2 jail (*h*) jelly (*fd*) angel (*ws*)
- 3 jill (*h*)

k-l

- 3 keel (*h*) kill (*h*)

l-l

- 1 loll, Lisle (*dv*) loyal (*d*)
- 2 lull
(See *ll*, *96)

m-l

- 1 maul (*hiv*) mile (*h*)
- 2 male-mail (*h*) mole (*dv*) mellow (*dv*) mull (*dv*)
- 3 meal (*h*) mill (*h*) mule (*dv*)

n-l

- 1 annual (*vt.d*) nolle (*fd*) Nile (*dv*)
- 2 nail (*h*) knoll, only (*h*) annul (*vt*)
- 3 kneel (*h*) anneal (*vt*) nil (*h*) newell (*d*)

p-l

- 1 pall, pal, apple (*vt*) Poll (*dv*) Polly (*dv.f.d*) pile (*dv*) ply, apply (*vt.f.dv*)
- 2 pale-pail, play, pole, opal (*vt*) plain-tiff (*ws*)
- 3 peal-peel, appeal (*vt*) plea (*dv*) pill, pull, pulley (*fd*) pool, people (*ws*)

q-l

- 1 quality (*ws*) equality (*ws*)
- 2 quail (*hiv*) quell (*hiv*)
- 3 equal (*vt.h*) equally (*vt.h.f.d*)

r-l

- 1 aural (*vt*) ralle (*hiv*) rally (*fd*) rely (*h.dv*) roil (*hiv*) roily (*dv.f.d*) rowel (*dv*)
- 2 rail (*h*) relay (*dv*) roll (*h*) oral (*vt*) orally (*vt.f.d*) earl (*vt*) early (*vt.f.d*)
- 3 real-reel (*h*) really (*h*) rule (*h*) ruly (*fd*) rill, (*h*) aerial (*vt.d*)

s-l

- 1 slaw (*dv*) Sol (*dv*) sly (*dv*) soil (*dv*)

slough (*dv*)

- 2 slay (*dv*) sail, assail (*vt*) sell-cell, slow, soul (*dv*) solo (*dv*) sully (*dv.f.d*)
- 3 seal, sill, silly (*fd*) slew (*dv*)
(See *sl*, *96)

sh-l

- 1 shawl, shallow
- 2 shale, shoal, shell
(See *sh-l*, *97)

t-l

- 1 tall, tally (*fd*) tile (*dv*) toil (*dv*) towel (*dv*)
- 2 tale, toll (*dv*) tell (*h*)
- 3 till (*h*) tool

th-l

- 2 Ethel (*vt*)
- 3 thill (*h*)

v-l

- 1 valley, value (*h.dv*) volley, vile (*dv*) vilely (*dv.f.d*) vowel (*d*) avowal (*vt.d*)
- 2 vail-veil-vale, avail (*vt*) oval (*vt*)
- 3 evil (*vt*) veal, villa (*fd*)

w-l

- 1 wall, wallow (*dv*) wile (*dv*) while (*ws*)
- 2 wail, well, waylay (*dv*)
- 3 weal, wool, wooly, willow (*dv*) wheel (*h* omitted)

x-l

- 1 axle (*h*)
- 2 excel (*h*) exile (*dv*)
- 3 axilla (*vt.dv*)

y-l

- 1 yawl
- 2 Yale, yell (*h*) yellow (*dv*)
- 3 yule (*dv*)

z-l

- 3 zeal (*h*) easel (*h*) easily (*h*)

Words of Two Consonants, the Second Being r

(See ¶¶101, 157 and Instructions at page 165.)

b-r

- 1 braw (*dv*) bar (*hiv*) barrow (*dv*)
borrow (*dv*) buyer (*dv*) brow (*dv*)
- 2 bare-bear (*hiv*) bray (*dv*) bore-boar (*hiv*) berry (*fd*) bury (*fd*)
brother-number (*ws*)
- 3 beer (*hiv*) brew (*dv*)

c-r

- 1 crawl (*dv*)
car, carry, cry (*dv*)
- 2 care, acre (*LV*) core (*dv*) ochre (*LV*)
ecrow (*LV*) eur, curry (*dv*)
- 3 enchre (*LV*) crew (*dv*)
(See *cr*, *97)

d-r

- 1 draw (*dv*) adder (*lv*) odder (*lv*)
dry (*dv*) eider (*lv*)
- 2 dray, dare, dairy (*dv*) aider (*lv*)
door (*h*) odor (*lv*) dory (*dv*)
udder (*lv*)
- 3 dear-deer (*h*) dour (*dv*) during (*ws*)

f-r

- 1 far (*h*) afar (*vt*) offer (*vt*) fry (*dv*)
fire (*dv*) fiery (*d*) foyer (*dv*)
- 2 fare-fair, affair (*vt*) faro (*dv*) fairy (*fd*)
fray (*dv*) fore-four, afore (*vt*)
foray (*dv*) ferry (*fd*) fur, furry (*fd*)
furrow (*dv*)
- 3 fear, fewer (*dv*)

g-r

- 2 gray, gore (*dv*) gory (*dv*)
ogre (*LV*)
- 3 eager (*LV*) agree (*h*) gear (*dv*)
degree (*ws*) grew (*dv*)

h-r

- 1 hurrah (*fd*) Harry (*fd*) harrow (*dv*)
higher-hire (*dv*)
- 2 hair (*h*) hairy (*fd*) hoar (*dv*) hurry

(*fd*)

- 3 hewer (*dv*)

j-r

- 1 jar (*h*) ajar (*vt*)
- 3 jeer (*h*) jury (*fd*) junior (*ws*)

l-r

- 1 larry (*fd*) liar-lyre (*dv*) oiler (*vt*)
lower (*dv*)
- 2 layer-lair (*h*) lower-lore (*h*)
already (*ws*)
- 3 leer (*h*) leary (*fd*)

m-r

- 1 mar (*h*) marry (*fd*) marrow (*dv*)
morrow (*dv*) mire (*hiv*) miry (*dv*)
fd)
- 2 merry (*fd*) more (*h*) emery (*vt*)
fd)
- 3 mere (*h*) immature (*vt*)
mister (*ws*)

n-r

- 1 nor (*h*) narrow (*dv*) owner (*ws*)
honor (*vt*) nigher (*dv*)
- 2 ne'er, nary (*fd*)
- 3 near (*h*) newer (*dv*)

p-r

- 1 par (*h*) parry (*fd*) practise (*ws*)
opera (*vt*) pry (*dv*) prow (*dv*)
power (*dv*)
- 2 pare-pair-pear, apiary (*vt*)
pore-pour (*dv*) per (*h*) pur, upper (*vt*)
- 3 peer-pier, poor, pure (*dv*) principal-
le (*ws*)

q-r

- 1 quarry (*fd*) quire-choir (*dv*)
acquire (*vt*)
dv)
- 2 equerry (*vt*)
fd)
- 3 queer (*h*) query (*fd*)

r-r

- 2 rare (*h*) roar-rower, error (*h*)
- 3 rear (*h*) arrear (*h*) rhoor (*dv*)

s-r

- 1 sorrow (*dv*) sorry (*fd*) sour (*dv*)
- 2 sayer, assayer (*vt d*) soar-sore, sir
- 3 seer-sere, sewer (*dv*) user (*lv*)
(See *s-r*, *96)

sh-r

- 1 shire (*dv*) shower (*dv*) azure (*vt*)
- 2 share, shore, usher (*vt*)
- 3 shear-sheer, sure, assure (*vt*)
usury (*vt. fd*)
(See *sh-r*, *97)

t-r

- 1 tar (*h*) tarry (*fd*) attar (*vt*) tire
(*dv*) attire (*vt. dv*) try, trow (*dv*)
tower (*dv*) outer (*vt*)
- 2 tray, tear-tare (*h*) truth (*ws*)
- 3 tear-tier, eater (*lv*) tree, true

th-r

- 1 author (*vt*) other (*ws*)
- 2 their-there-they are, thoro (*dv*)
- 3 either-ether, thru-threw

v-r

- 1 over (*ws*)
- 2 vary (*fd*) every (*h*) very (*h*)
- 3 veer

w-r

- 1 war (*h*) wire (*dv*) wiry (*dv. fd*)
- 2 weigher (*dv*) ware-wear (*h*) aware
(*vt*) wore (*h*) worry (*fd*)
- 3 weir (*h*) wooer (*d*)

y-r

- 2 oyer (*vt*)

z-r

- 3 zero (*dv*)

Words of Two Consonants, the Second Being f or v.

(See ¶113.)

b, f-v

- 2 before (*ws*) buff, above (*vt*)
buffet (*fd*) bevy
- 3 beef, beefy, bif

c, f-v

- 1 cough, calf, coffee, coif (*dv*)
- 2 cave, cafe (*fd*) covey
cuff

d, f-v

- 1 doff, dive (*dv*) defy (*dv*)
- 2 dove (*verb*) deaf, dove (*noun*) edi-
fy (*vt*) defendant (*ws*)
- 3 divvy, difference-ent (*ws*)

f, f-v

- 1 fife-five
- 2 favor-able (*ws*)
- 3 fief

g, f-v

- 1 gaff, guffaw (*dv*)
- 2 guff, govern (*ws*) governor (*ws*)

h, fv

- 1 hive
- 2 hove, heavy, huff
- 3 heave, hoof

j, f-v

- 1 jive
- 2 Jove
- 3 jiff, jiffy

l, f-v

- 1 laugh, live, alive (*vt*)
- 2 lave, love, loaf
- 3 leaf-lief, leave-lieve, live, aloof (*vt*)

m, f-v

- 1 mauve
- 2 muff
- 3 move

n, f-v

- 1 knife
- 2 nave-knave, enough (*vt*) infer-
inform (*ws*) never-November (*ws*)
- 3 naive (*d*)

p, f-v

- 2 pave,puff,puffy

q, f-v

- 1 quaff

r, f-v

- 1 rife,arrive(*vt*)
 2 rave,rove,rough,refer-reference
 (*ws*)reverend(*ws*)
 3 reef,reeve,roof,review(¶59a)

s, f-v

- 1 salve
 2 safe,save,savior(*ws*)several(*ws*)
 soever(*ws*)
 (See *sr*, *105-107)

sh, f-v

- 2 shave,chef,shove
 3 sheave,sheive

t-f

- 1 taffy(*fd*)
 2 tough
 3 tiff

w, f-v

- 1 wife
 2 waif,wove,whenever(*ws*)
 3 weave, woof

x-v

- 2 exclusive

Words of Two Consonants, the Second Being n.

(See ¶113.)

b-n

- 1 ban,bonnie
 2 bane,bun,ebony(*vt*)bony
 3 bean,been,bin,boon

c-n

- 1 canny,aene(*LV*)con,coin,canaille
 (*d*)
 2 cane,cone
 3 coon,canoe(*dv*)

d-n

- 1 dawn,don,dine,deny,down,downy
 2 den,dun
 3 dean,din,dune(*dv*)

f-n

- 1 fawn,fan,often(*vt*)fine
 2 fain-feign,fun,funny
 3 fin,funny.

g-n

- 1 gone,gown,began(*ws*)
 2 gain,again(*vt*)gun,begun(*ws*)
 3 guinea,begin(*ws*)

h-n

- 2 none,honey
 3 hewn(*dv*)

j-n

- 1 join,January(*ws*)imagine(*ows*)
 3 June,gin

k-n

- 1 kine
 2 ken
 3 kin

l-n

- 1 lawn,line,align(*vt*)lion(*d*)Illinois
 (*vt*)
 2 lane,alien(*vt*)lone,alone(*vt*)
 3 lean,lien,loon,looney

m-n

- 1 man,mine,my own(*p*)
 2 main-mane,mania(*d*)amen(*vt.* or
lv)moan,amen(*vt.* or *lv*)men,
 many,money
 3 mean,moon,minnow(*dv*)immune
 (*vt*)

n-n

- 1 non,anon (*vt*) nine,noun
- 2 known,unknown (*vt*) none-nun,
onion (*vt.d*)
- 3 noon,ninny

p-n

- 1 pawn,pan,upon (*vt*) pine,piano (*d*)
- 2 pain-pane,open (*vt*) pony,pen,
penny
- 3 pean (*d*) pin,puny (*dv*) opinion
(*ws*)

q-n

- 3 queen

r-n

- 1 ran,hereon (*ws*)
- 2 rain-reign,arraign (*vt*) earn-urn
(*vt*) roan (*dv*) run
- 3 ruin (*d*) herein (*ws*)

s-n

- 1 sawn,sign,assign (*vt*) scion (*d*)
- 2 sane,seine,sown,son-sun,sonny-
sunny
- 3 seen,soon,sin
(See *s-n*, *105-107)

sh-n

- 1 ashen (*vt*) shine,shiny

- 2 shone-shown,ocean (*lv.* and *shun-*
stroke)
- 3 sheen,shin,shinny

t-n

- 1 tawn (*dv*) tan,town,tiny (*dv*)
- 2 attain (*vt*) tone,atone (*vt*) ten,ton-
tun,tonneau (*dv*) oaten (*dv*)
- 3 eaten (*vt*) tin,tinny,tune,attune
(*vt*) between (*ws*)

th-n

- 1 than,thine
- 2 then
- 3 thin,heathen (*vt. h* omitted)

v-n

- 1 van,vine
- 2 vain-vane-vein,heaven (*ws*) oven
(*vt*)
- 3 even (*vt*)

w-n

- 1 wan,wine,whine (*h* omitted)
- 2 wane,one-won
- 3 wean,win,winno (*dv*)

x-n

- 2 Christian (*ws*)

z-n

- 2 ozone (*vt.dv*)

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